



Candidate Information

Position:	RiSC+ Network Manager
School/Department:	Queen's Business School
Reference:	24/112234
Closing Date:	Monday 11 November 2024
Salary:	£39,922 - £47,631 per annum
Anticipated Interview Date:	Friday 22 November 2024
Duration:	Available until 31 March 2028

JOB PURPOSE:

The post holder will effectively manage the development and the delivery operations of the RiSC+ Network. The post holder will report to the Principal Investigator (PI) and line manage a professional support team. This role is based at Queen's Business School and will collaborate closely with other colleagues, both within Queen's University Belfast and partner institutions to ensure that research and outreach activities are supported effectively.

MAJOR DUTIES:

1. Take responsibility for budgeting, resource management and activity planning across the Network.
2. Motivate and line manage a professional support team, ensuring delivery within defined time, cost and in accordance with project management processes and policies.
3. Manage day-to-day relationships with partner institutions, project partners and external organisations within the Network.
4. Manage all contractual reporting to UKRI on both a quarterly and annual basis.
5. Organise and support a set of discipline-bridging feasibility studies, each of which will deliver outputs including: proposals to UKRI BBSRC and ESRC; case studies; and academic papers.
6. Lead the development of a collaborative, collegiate and inclusive culture, by creating opportunities for the sharing of information and good practice amongst others.
7. Take responsibility for outreach to research user groups, industry, external universities, and Government Offices to actively promote the work of the Network to relevant external bodies.
8. Take responsibility for developing and maintaining all appropriate databases and records of the Network's activities, ensuring the production of necessary documentation, including final project reports.
9. Create, develop close links and collaborate in events with other networks such as The AFN Network+, AGZERO+, a UKRI Network Plus in Digital Twinning and etc.
10. Take responsibility for overseeing all events, financial activities, website and delegation of duties to the RiSC+ professional support team.
11. Take responsibility for processing contracts and other formal documentation, working closely with specialist teams in the Research and Enterprise Offices of QUB and collaborating partners for any follow-up projects or enterprise spin-offs.
12. Maintain confidentiality and ensure that GDPR compliance is met for all personal data handled and stored in the RiSC+ Project.
13. Undertake any other duties assigned by the RiSC+ Principal Investigator and Co-Investigators.
14. Flexibility to travel as part of the role.

ESSENTIAL CRITERIA:

1. A primary degree or equivalent qualification, in a discipline relevant to the role, and/ or substantial professional experience.
2. Evidence of establishing a project framework, reporting and communication strategy in a national multi-partner project.
3. Evidence of contributing to the development and delivery of complex, multi-stakeholder Networks.
4. Demonstrable experience of motivating and line managing staff.
5. Enthusiasm for the role and interacting with a wide range of people.
6. Evidence of negotiating and influencing a range of key stakeholders internally and externally.
7. Ability to communicate complex information clearly and excellent written and spoken English language communication skills.

8. Proven analytical and problem-solving capability.
9. Strong interpersonal skills.
10. Ability to effectively plan and organise resources to support the delivery of specific research programme aims and objectives.
11. Ability to develop a network of stakeholders and facilitate collaboration and communication.
12. Ability to produce high-quality documentation, presentations and briefings within the University and externally where relevant.

DESIRABLE CRITERIA:

1. Experience in supporting BBSRC, EPSRC, ESRC, NERC or other UKRI-funded programmes.
2. Experience in the food/critical minerals/fashion industry.
3. Working within the HE environment in supporting collaboration activities.
4. MSc in relevant discipline.

ADDITIONAL INFORMATION:

Informal Enquiries to Hangfei Guo: h.guo@qub.ac.uk