

Candidate Information

Position: SUMIT Programme Manager
School/Department: School of Social Sciences, Education and Social Work
Reference: 25/112536
Closing Date: Monday 19 May 2025
Salary: £49,054 - £55,186 per annum
Anticipated Interview Date: Friday 30 May 2025
Duration: 41 months

JOB PURPOSE:

As SUMIT Programme Manager, the post holder will be a dedicated project manager for the SUMIT project responsible for coordinating the delivery of the PEACEPLUS SUMIT project in line with contractual responsibilities to the funder, Special EU Programme Board (SEUPB). The post holder will coordinate the project across all partners liaising with staff and acting as a contact point between the Lead Partner, Project Partners, Associate Partners and funders. The post holder will define and maintain the standards for the SUMIT project and support the Programme Board and the Strategic Advisory Board in the administration and delivery of the project. The postholder will ensure the risks and issues are monitored for quality, the recruitment and procurement procedures are adhered to, and financial controls are in place in line with University and funders processes and procedures.

MAJOR DUTIES:

1. Work with and support the project Principal Investigator (PI) /QCAP Director to ensure fulfilment of contractual responsibilities of SUMIT to the funding body.
2. Ensure a thorough knowledge and understanding of the challenges and opportunities faced by SUMIT external partners by developing and sustaining strong relationships with key staff.
3. Work effectively with QUB colleagues, SUMIT partners and funders to ensure the effective flow of relevant information, seeking input and feedback where appropriate.
4. Oversee and facilitate all aspects regarding the management of the SUMIT project – including governance, grant management, dissemination and internal/external communications.
5. Line management of project administration staff.
6. Oversee, collate and edit inputs for quarterly reporting, interim and final reports ensuring they are submitted on time.
7. Organise regular Programme Board and Strategic Advisory Board meetings ensuring that relevant information is provided in advance of meetings.
8. Undertake strict financial management of the SUMIT budget, including monitoring of spend against budget lines in alignment with the Grant Agreement, oversight of financial claims and procurement with the support from the SUMIT administration team and QUB Finance Team.
9. Constantly evaluate project activities and finances for risks and make recommendations to the QCAP Director/Programme Board on potential changes and mitigation plans to alleviate negative impacts on project delivery as well as be the main point of contact with funders on any potential project change requests.
10. Oversee the delivery and maintenance of project website and social media platforms to ensure it acts as a dynamic relevant hub, and directly contribute content as required.
11. Engage with relevant stakeholders in line with the project requirements and identify, initiate and develop relationships with key research, community and clinical organisations / personnel nationally and internationally to support the project delivery and maximise impact.
12. Be the point of contact for all external queries/communication for the project.
13. Ensure that all events ran by SUMIT (e.g. launch, public events and seminars, closing event) are professionally administered and well executed.

Planning and Organising:

1. Plan and organise individual and team activity with an appreciation of longer-term issues, ensuring plans complement and feed into broader operational plans.
2. Provide professional expertise and manage resources of a diverse team.
3. Use initiative to deliver key tasks, including calling on or joining others to assist.
4. Integrate and co-ordinate work across different activities of the SUMIT project and external partners where relevant.
5. Project manage SUMIT project activities to achieve deliverables and outputs on time and to budget.
6. Develop policy/ processes / procedures within QUB and Funders guidelines and contribute to strategic development of SUMIT.
7. Be accountable for the quality and professionalism of SUMIT delivery, with an appreciation of longer-term issues.
8. Anticipate, interpret and assess SUMIT partner needs, identifying risks, generating original ideas and testing innovative solutions alongside the SUMIT Programme Board.

Resource Management Responsibilities:

1. Manage resources/budgets within SUMIT project to ensure maximum value is delivered for resources deployed.
2. Contribute to SUMIT resource and budget planning.
3. Show a high level of ability to work autonomously and lead and contribute to a diverse team.
4. Proactively and sensitively collaborate with SUMIT partners / teams and create a motivating collaborative environment for successful project delivery.
5. Lead and manage / supervise QUB SUMIT staff to ensure effective performance.
6. Act as a mentor/coach to colleagues, making sure they have access to relevant training to support and develop their professional effectiveness for effective delivery of SUMIT.

Internal and External Relationships:

1. Represent and/or promote the SUMIT project at both internal and external meetings/events to ensure that SUMIT issues are appropriately represented and acted upon.
2. Develop strong relationships internally and externally to the University especially with key support staff who will contribute to SUMIT (e.g. financial claims).
3. Have an excellent understanding of the SUMIT partnership and the contribution they make to the success of the project.
4. Have an understanding of how the University operates, together with an understanding of how academia operates in the UK/ROI.
5. Deal promptly and effectively with funders with any project management issues that may arise.
6. Influence others (including across the University) to follow a particular course of action.

ESSENTIAL CRITERIA:

1. A degree and/or post graduate or professional qualification in a relevant subject, plus substantial broad management/professional experience in similar or related roles; OR
Substantial vocational and relevant management experience demonstrating management ability in an appropriate professional or specialist capacity in a similar work environment.
2. Significant project management experience of large scale multi-institutional projects.
3. Experience of presenting directly to senior management and external boards.
4. Experience of networking and initiating collaborations across academic, charities, community, healthcare and/or funding bodies.
5. Experience and high-level knowledge of managing EU funded projects.
6. Experience of managing large budgets.
7. Experience of report writing including management plans and progress reports.
8. Experience of leading a team of staff and collaborative partnerships to ensure the achievement of objectives and business plan implementation.
9. Experience of data management in compliance with GDPR requirements.
10. Excellent working knowledge of Microsoft Office.
11. Evidence of a high standard of report writing skills.
12. Ability to build contacts and participate in internal and external networks.
13. Ability to communicate complex information clearly to a range of audiences.
14. Evidence of being able to work flexibly and to meet deadlines.
15. Willingness to work autonomously and as part of a team.
16. Lead with a positive, flexible and collaborative team approach to duties, demonstrating a professional attitude to the responsibilities and duties of the post, with respect to attendance, timekeeping, initiative and unsupervised work.
17. Willingness to travel as required.

DESIRABLE CRITERIA:

1. Experience of raising funding and/or investment.
2. Experience or evidence of a working knowledge of addiction / mental support / health services.
3. Experience of managing large projects with Ireland/Northern Ireland focus.
4. Experience of working with an audit authority.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: David Piekaar at d.piekaar@qub.ac.uk