

Candidate Information

Position: Project Manager
School/Department: School of Chemistry and Chemical Engineering
Reference: 25/112620
Closing Date: Monday 30 June 2025
Salary: £49,054 - £52,029 per annum.
Anticipated Interview Date: Monday 4 August 2025
Duration: 30 Months

JOB PURPOSE:

This is an exciting opportunity for an experienced, highly motivated individual to join our vibrant, multidisciplinary international research team. The Project Manager will provide project management expertise to ensure the successful, strategic development of the innovative Recycling of E-waste for Critical Metals and Sustainable Economy in Malaysia (iRECYCLE-Malaysia) project. This role provides an opportunity to work in partnership with academic and research colleagues, professional support teams, industry partners, government agencies, and policy makers across the UK and Malaysia. In collaboration with senior colleagues, you will help develop, manage, monitor, and report on the implementation of this complex international collaboration between Queen's University Belfast, Universiti Teknologi PETRONAS, and University of Malaya.

You will provide support for a collaborative research environment that fosters a culture of trust and mutual respect across multiple countries and institutions. The role requires exceptional organisational skills, strategic thinking, and excellent interpersonal skills alongside scientific and technical understanding relevant to e-waste management and circular economy principles.

The iRECYCLE-Malaysia project aims to revolutionise e-waste management in Malaysia through the development of sustainable and profitable technologies for recycling WEEE. This interdisciplinary research program addresses the pressing challenge of e-waste management globally, with a focus on achieving a circular economy and improving resource recovery. The successful candidate will also be responsible for identifying and developing follow-on funding opportunities to extend the project's impact.

MAJOR DUTIES:

1. Oversee all aspects of the project management and coordination, ensuring seamless integration of work packages across three institutions in two countries and maintaining project timelines while managing resources effectively.
2. Use professional knowledge to facilitate rapid decision-making, maintain cohesion across this international collaboration, and implement robust project management practices according to recognised standards (e.g., PRINCE2, PMI).
3. Develop and implement appropriately detailed project plans, identifying key milestones, dependencies and resources required to ensure successful delivery while managing project risks and developing mitigation strategies.
4. Lead, monitor and drive progress against the project plan milestones to ensure timely delivery of key targets and objectives, within budget and of the standard and quality required.
5. Evaluate progress against the project plan, identify and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these. Assess and manage the impact of change requests or modifications to agreed deliverables.
6. Manage sub-project activities across multiple work packages and coordinate activities between QUB, UTP, and UM to ensure that the project deliverables are successfully realised, also ensuring effective communication between stakeholders and the Project Lead.
7. Prepare and present comprehensive progress reports for UKRI and other stakeholders with regard to overall project performance and progress. Deliver briefings for internal and external stakeholders.

8. Build relationships with Project Leads, PDRAs and external partners across the UK and Malaysia to ensure effective communication and progress. Manage and co-ordinate relevant internal and external project communication including production and presentation of reports for funders and appropriate publications.
9. Manage budgets including monitoring expenditure across all partner institutions, ensuring compliance with UKRI financial regulations and ODA requirements, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams.
10. Support the Project Lead in coordinating the activities of PDRAs and other research staff to ensure successful delivery of research outcomes, facilitating collaboration between researchers across all institutions.
11. Assist the Project Leads in their delivery of key objectives and facilitate effective integration of expertise from various disciplines.
12. Act as the primary point of contact between the project team, UKRI, and external stakeholders, coordinating and organising project meetings, workshops, and conferences.
13. Ensure the timely production of reports on progress and metrics required by the funder and develop comprehensive external dissemination strategy.
14. Identify funding opportunities for follow-up projects, lead the development and drafting of grant applications to extend the project's impact, and develop strategies for long-term sustainability of project outcomes.

ESSENTIAL CRITERIA:

1. University degree in a relevant field (Science, Engineering, Business Administration, or Project Management).
2. A professional project management qualification at practitioner level.
3. Significant recent experience in managing complex projects.
4. Ability to project manage complex international collaborations from inception to completion.
5. Planning and delivering projects on time and within budget.
6. Experience managing substantial research budgets.
7. Stakeholder/partner management and programme reporting across multiple institutions.
8. Leading multi-disciplinary teams and managing people.
9. Using formal project management techniques and software.
10. Evidence of managing, forecasting, re-profiling and controlling budgets and an understanding of financial management procedures.
11. Demonstrable track record in successful grant writing and securing research funding.
12. Experience coordinating multi-institutional or international collaborations.
13. Excellent understanding of UKRI funding mechanisms and ODA compliance requirements.
14. Strong leadership and team management skills.
15. Ability to organise and direct self and others across international teams.
16. Logical and methodical approach to work; detail orientated.
17. Ability to be a productive member of a multi-disciplinary, international team.
18. Ability to bring a positive, creative and flexible approach to resolving problems.
19. Computer literate with knowledge of systems supporting complex projects.
20. Strong written and verbal communication abilities.
21. Good oral and written communication skills, including production of high-quality reports for senior management, UKRI, and external stakeholders.
22. Evidence of writing reports, preparing and giving talks and presentations in international contexts.
23. Ability to understand and present complex information to a range of audiences including academic, industrial, and governmental stakeholders.
24. Proven ability to work effectively with academic, industrial, and governmental stakeholders.
25. Team leadership skills, with the ability to communicate goals across cultures and engage, motivate international colleagues to achieve buy-in and deliver common objectives.
26. Willing to work flexibly to meet the requirements of the post.
27. Ability to travel to Malaysia for research and collaboration purposes.
28. A valid driving licence or otherwise able to meet the mobility requirements of the job.

DESIRABLE CRITERIA:

1. PhD in a relevant discipline.
2. Professional project management qualification (PRINCE2, PMP, or equivalent).
3. Previous experience in environmental, waste management, or circular economy projects.

4. Knowledge of Malaysia or Southeast Asian research and innovation landscape.
5. Experience working on UKRI-funded international development projects.
6. Understanding of technical aspects related to e-waste management or resource recovery.
7. Experience in translating research outcomes into policy recommendations.
8. Background in facilitating knowledge exchange between academia and industry.
9. Experience producing standard operating procedures and job specifications.
10. Experience developing formal business cases.
11. Experience of line management.
12. Experience servicing international meetings and workshops.
13. Experience in the effective use of project management software.
14. Evidence of being able to use databases/bespoke systems.

ADDITIONAL INFORMATION:

Informal enquiries can be directed to: Peter Nockemann - p.nockemann@qub.ac.uk.