

## Candidate Information

<b>Position:</b>	Project Manager
<b>School/Department:</b>	Queen's Research
<b>Reference:</b>	26/113109
<b>Closing Date:</b>	Monday 23 February 2026
<b>Salary:</b>	£51,016 - £62,695 per annum.
<b>Anticipated Interview Date:</b>	Friday 6 March 2026
<b>Duration:</b>	Available until 30 September 2029

### **JOB PURPOSE:**

To support the growth of the University's research and development activities through the provision of project management services across a range of programmes, and to ensure the successful delivery of such activities as part of Queen's Research.

### **MAJOR DUTIES:**

1. Develop and apply appropriate University-wide project management processes for regional, national and international funded programmes, ensuring consistent best practice, guidance, and recording of outputs/achievements.
2. Provide high quality project management support and guidance to a number of different project teams on a concurrent basis to support staff to plan and implement projects in a systematic manner to ensure successful outcomes.
3. Liaise with individual academics and other professional services teams to ensure that project resources are correctly specified for at the pre-award stage and efficiently utilised in post-award to ensure the successful delivery of agreed project outcomes.
4. Develop and maintain processes to support project teams in recording project documentation and procedures including progress against milestones, deliverables and budgets.
5. Support Principal Investigators in managing appropriate information for reports and audits, including capturing, analysing, reporting of risk, and developing mitigation actions as required.
6. Support the growth, management, and continuous improvement of a research PM Community of Practice (resources, mentoring, training) to raise delivery standards University-wide, working alongside all relevant stakeholders.
7. Foster, develop and enhance relationships with key stakeholders e.g. funding organisations, national / international academic and industrial partners.
8. Contribute to wider knowledge exchange activities through engagement and coordination with academic staff, companies and partner institutions.
9. Support research-aligned strategic projects as required, by applying PM expertise to other multi-workstream initiatives within Queen's Research to deliver institutional priorities.
10. Carry out any other duties which are appropriate to the post as may be reasonably requested by senior management.

### **ESSENTIAL CRITERIA:**

1. Honours degree or equivalent.
2. Significant relevant experience and expertise in the successful provision of project management services within a business or academic environment.
3. Experience of working with Higher Education funding from UKRI, EU or other Government bodies.
4. Experience of developing and implementing project management processes and procedures for a range of UKRI/EU/government funded programmes.
5. Experience of the co-ordination and delivery of Claims, Reports and associated Audits to a variety of funding bodies or government agencies.
6. Experience of successfully developing and cultivating partnerships and alliances.
7. Experience of networking and building relationships with a wide range of internal and external stakeholders, including industry and commerce, government departments and agencies and business and public bodies, to deliver, influence and impact organisational strategy.

8. Ability to manage and prioritise time in a dynamic environment.
9. Well-developed analytical skills and an ability to analyse complex information to inform decision making.
10. Ability to communicate both orally and in writing and relate to others at all levels both internally and externally.
11. Excellent report writing and presentation skills with a well-developed critical and analytical approach to reviewing documentation.
12. Excellent inter-personal skills & demonstrable intellectual ability.
13. Willingness to travel as per the requirements of the post.

**DESIRABLE CRITERIA:**

1. Recognised project management qualification e.g. PRINCE2.
2. Relevant post graduate qualification.
3. Substantial experience of working at a senior level in businesses or academia; and experience in the successful management of large-scale UKRI/EU/government funded projects.
4. Experience in the use of electronic tender systems.
5. A working knowledge and experience within a university, a research environment or experience in a knowledge transfer environment.
6. Experience in preparing relevant case study materials for publication and presentation.

**ADDITIONAL INFORMATION:**

This role will support delivery of the ONEHEALTH project. ONEHEALTH is supported by PEACEPLUS, a programme managed by the Special EU Programmes Body (SEUPB).

Informal enquiries can be directed to: Sinead Cahill - Sinead.Cahill@qub.ac.uk.