

Candidate Information

Position:	Co-Centre Manager - Climate + Biodiversity + Water
School/Department:	School of Biological Sciences
Reference:	26/113338
Closing Date:	Monday 1 June 2026
Salary:	£51,016 to £54,110 per annum
Anticipated Interview Date:	Friday 12 June 2026
Duration:	Fixed term until 31 December 2029

JOB PURPOSE:

The Centre Manager for the Co-Centre for Climate + Biodiversity + Water will play a pivotal role in shaping and executing the strategic and operational activities of the Climate+ Co-Centre - a tri-jurisdictional Co-Centre spanning Northern Ireland, Great Britain and the Republic of Ireland, funded by Research Ireland (RI), UKRI and DAERA, and managed jointly by QUB and Trinity College Dublin. A core responsibility of this role is the leadership and coordination of project management across the full portfolio of Climate+ research projects, ensuring milestones, deliverables, risks and budgets are effectively managed and reported in line with funder requirements.

This role contributes to the development and delivery of the Co-Centre's strategic and operational objectives and the management of financial, human and physical resources, acting as a key point of contact for funding agencies with responsibility for monitoring and reporting on progress. The post holder will liaise with research partners and Co-Centre staff across the three jurisdictions and will play a key role working with the Co-Centres Executive Director and the wider professional support team within the Co-Centre, acting as an interface with funders, academic partners, and Governmental Departments and Agencies. The post holder should have a good understanding of the complex interrelationships between climate adaptation and mitigation, biodiversity loss, and water quality declines to enable engagement with the wider Co-Centre and stakeholder community. Reporting to the Co-Directors and the Executive Director, the Co-Centre Manager will be a key member of the Centre's Senior Management Team, and other relevant internal and external committees and working groups and will lead on the management and implementation of projects or special initiatives arising from the Co-Centre's integrated research and business plans, in line with School/Faculty plans and QUB Strategy 2030.

MAJOR DUTIES:

1. Work with the Executive Director in the formulation, development, and dynamic implementation of the Climate+ overarching strategy, encompassing sustainability, climate action, and EDI initiatives. Leverage extensive sectoral experience and established government, civic or industry relationships to advise on the development of Co-Centre strategies, plans, policies, and procedures.
2. Lead and manage the administration and coordinated delivery of the Co-Centre's core Platform and Spoke research and training programmes, and any additional programmes developed or delivered by the Co-Centre, ensuring effective oversight, compliance with partner University and funder requirements, and alignment with agreed project plans, milestones and budgets.
3. The post holder will work closely with leads across a range of Cross-Cutting Activities and Business Development initiatives to support Monitoring & Evaluation and Reporting. The role involves overseeing the administrative management of key areas including recruitment, enrolment, registration and induction, and assessment, as well as managing the establishment and implementation of robust systems of quality assurance to meet the requirements of partner Universities and funders.

4. Liaise with cognate School's Postgraduate Offices and relevant Doctoral Training Partnerships and Centres regarding the recruitment of postgraduate studentships. Ensure appropriate systems are in place for the administration and supervision of Co-Centre-based training of postgraduate students and this integrates with the central provision of training on offer in the climate, biodiversity, and water domains. Training provision for postdoctoral researchers is overseen by the Research Programme Support Officer, with whom the post holder will work as required to ensure alignment, coordination and effective reporting. Manage expenditure relating to programme operational delivery, as well as relevant research training and support grants, and work closely with the QUB finance Officer for reporting as required to the funders.
5. Act as a key interface between the Climate+ partners in each funder jurisdiction (i.e. RoI, NI and GB), and develop and maintain excellent relationships with the other Co-Centre partners. Work closely with colleagues to liaise with stakeholders in supporting the critical partnerships that underpin working groups formed in Cross-Cutting Areas of Research Synthesis Groups and the Policy Response Unit, which are key areas of the Co-Centre, ensuring appropriate resources and systems are in place for the formation and hosting of working groups.
6. Advise and support the Co-Director in the development of short, medium and long-term financial planning and in the allocation, profiling and management of the Co-Centre's financial resources (in line with University financial procedures).
7. Lead and direct the recruitment, management and development of QUB Co-Centre's Operations team to meet Co-Centre, University and School objectives. Manage the QUB-based Operations team, including line management of the Communications and Outreach and Clerical Officers, and work closely with the Executive Director to ensure that operational delivery is aligned with the strategic plan for the Co-Centre. Assist the Co-Director in the recruitment of all staff, including academic and research staff and review staffing needs of the Co-Centre to meet short-, medium-, and long-term objectives. Implement University policies on staff Personal Development Review (PDR), progression, reward, discipline/conduct, absence monitoring, agile working etc. Follow QUB policies and procedures to manage the recruitment, contractual and governance requirements of the engagement of external researchers or research assistants (extended workforce) as well as the nomination and appointment of honorary/visiting titles.
8. Assist the Co-Director in the management of the Co-Centre's buildings and physical resources, and lead on the identification of requirements and management/deployment of the Co-Centre's accommodation, equipment, computing and IT infrastructure.
9. Establish, implement, manage, and supervise efficient and cost-effective administrative, IT systems and procedures to meet organisational and funder objectives. Work with relevant colleagues to ensure management information systems provide accurate, relevant and fit-for-purpose information/statistics to assist the Co-Director and the Co-Centre's Executive Management Board to inform decision making.
10. Manage Co-Centre reporting to funders, including Progress Reports and Site Reviews, and implement a Monitoring and Evaluation framework aligned with the Co-Centre Theory of Change, establishing consistent systems across Platforms, Spokes, and Cross-Cutting Areas to track indicators, outputs, milestones, budgets, and impact pathways and ensure timely and accurate reporting.
11. Provide high quality reports on the Co-Centre's performance at regular intervals, reporting on progress on delivery of objectives, goals and KPIs in accordance with the terms and conditions of the funding grant, as well supporting the Co-Directors in the capturing, analysing and reporting of risk, and developing mitigation actions as required.
12. Advise on and manage the impact of changes on programme delivery and resources, particularly those arising from industry partner participation, progress review, and changes in the policy and funding environment which impact the partner organisations involved in the CoCentre. Liaise with partners to manage any requests for change within the terms and conditions of the funding grant as required.
13. Manage the provision of a professional secretariat service for the Co-Centre's committees, advisory boards, and working groups and assist the Co-Directors in the establishment of appropriate committees and reporting structures to meet the schedule of business of the CoCentre, ensuring representation of partner institutions and relevant industry, government, and voluntary sector stakeholders. Represent the Co-Centre and participate in/chair appropriate internal and external committees and working groups with delegated authority as appropriate.
14. Assist the Co-Director with regard to all aspects of governance relating to business continuity and emergency planning, risk management, safeguarding, health and safety management, and lead on Information Compliance requirements and Data Protection/Security and Records Management for the Co-Centre in line with University and funder policies and procedures.
15. Work with academic leads to support the management of data and approved datasets for research use, including the data curation, data accessibility and reporting of data metrics across the Co-Centre partnership.
16. Responsible for ensuring effective internal and external communications within the Co-Centre, including line management of the Communications Officer and oversight of delivery against agreed communications plans. The post holder will work closely with the Executive Director, who provides strategic direction for Communications and Public Engagement, to ensure that all communications activity supports the Co-Centre's objectives, priorities, and stakeholder relationships.

17. Responsible for ensuring effective relationship management of stakeholders. The postholder will be expected to collaborate and negotiate with Co-Centre partners, senior colleagues in Business, the NGO sector, and funders including the Department of Agriculture Environment and Rural Affairs (DAERA), Research Ireland, UKRI, NERC, ScotGov, and Defra, as well as other stakeholders, including international partners.
18. Raise the profile of the Co-Centre both nationally and internationally and implement strategies in order to meet these objectives through appropriate marketing, publications, and publicity material, liaising with relevant Co-Centre and institutional colleagues. Coordinate relevant CoCentre events such as open days, Annual Symposium, seminars, debates and exhibitions and oversee the work of the Communications Officer to ensure the Co-Centre's website and social media activities deliver a compelling user experience for key audiences and support the CoCentre's activities, objectives and strategic priorities.
19. Demonstrate commitment to equality, diversity and inclusion through continuous development and modelling of inclusive behaviours and through oversight, monitoring and reporting on progress against the Co-Centre's EDI Action Plan.
20. The duties of the post outlined above are not exhaustive and the post holder is expected to be cooperative and flexible, undertaking such other duties as may from time to time be reasonably expected of a member of managerial staff in the University with a coordinating role across multiple external institutions and stakeholders. These duties are subject to review in line with the changing requirements of the Co-Centre and with the development needs of the post holder as identified through regular Personal Development Review.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant subject; OR
Substantial and relevant experience in a directly relevant role in higher education or the climate and sustainability sectors with demonstrable project management experience.
2. Significant and relevant experience in a senior administrative or management role with a track record in the management of resources to include relevant experience of:
 - leading and managing productive team(s)
 - evidence of managing, forecasting, re-profiling and controlling budgets and resources and an understanding of financial management procedures.
 - planning and delivering projects on time and within budget.
 - experience of successfully developing and cultivating partnerships.
3. Demonstrated experience as a successful and effective decision maker capable of following through objectives in complex and challenging situations.
4. A track record of workshop organisation and delivery, with clear evidence of chairing meetings.
5. Planning and project management skills in order to be able to manage a varied workload (both own and that of a team) as well as a number of projects/initiatives simultaneously and to balance competing pressures, deadlines and demands.
6. Proven analytical and organisational capability across a range of management functions.
7. Excellent IT skills, including confident and proficient use of the Microsoft Office suite.
8. Excellent communication and interpersonal skills in order to establish effective working relationships internally and externally.
9. Strong negotiation skills with the ability to work with and influence senior management and stakeholders.
10. Able to lead, develop, mentor, train and supervise others.
11. Capable of maintaining a high degree of confidentiality.
12. Able to deliver results against tight deadlines.
13. Committed to collaborative team working with ability to work effectively with staff and students within the University, and with a wide range of external stakeholders.
14. Self-motivated and pro-active with the ability to motivate and gain support from colleagues.
15. Committed to delivery of high professional standards.
16. Given the leadership requirements of the post, the appointee may be required to work irregular hours on occasion to meet objectives.
17. Given the distributed nature of the Climate+ Co-Centre the appointee will be required to travel to partner organisations in the Rol and GB on occasion to meet with project partners.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification.
2. A professional project/programme management (eg. PRINCE2) qualification at Practitioner level.
3. Experience of progressing work through Committees, including producing reports and briefings.
4. Demonstrated experience in managing a significant change project.

5. Experience in a senior administrative or management role with a focus on sustainability, climate action, biodiversity, water quality programmes or related fields.
6. Knowledge and understanding of the management of research delivery within the higher education sector and of the key challenges in this regard.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Mr Gary Clarke at gary.clarke@qub.ac.uk.