

Candidate Information

Position: METIUS Project Co-ordinator
School/Department: School of Social Sciences, Education and Social Work
Reference: 26/113395
Closing Date: Monday 15 June 2026
Salary: £32,186 per annum
Anticipated Interview Date: Friday 10 July 2026
Duration: Fixed term for 4 years or until 30 September 2030, whichever is soonest.

JOB PURPOSE:

The Mobilising Evidence Through AI and User-informed Synthesis (METIUS) project aims to revolutionise how scientific evidence and research is synthesised and delivered to policymakers in the UK and worldwide. The project is funded by UK Research and Innovation (UKRI) through Economic and Social Research Council (ESRC) and the Natural Environment Research Council (NERC), with co-funding from the Department for Science, Innovation and Technology (DSIT).

The postholder is accountable for the administrative and operational support of the METIUS project, ensuring the effective coordination of all on site activities in line with University and funder governance. This includes budget monitoring and reporting, on-site support to METIUS colleagues, and representing the project at internal and external stakeholder forums. The role will also involve ensuring compliance with QUB and UKRI procurement regulatory requirements and establishing and maintaining practices in line with GDPR and funding policy and reporting requirements. The postholder will support strategic project delivery and contribute to process improvement, and supporting internal audits and inspections by funders. The administration support is responsible for day to day activities and is expected to deal with ad hoc queries on site without escalation.

MAJOR DUTIES:

1. Develop and maintain efficient management information systems that are used on the METIUS project, ensuring accurate and timely reporting to senior staff and external partners. Ensure all reporting meets legislative, University and funder requirements.
2. Analyse and interpret complex data to identify trends, issues, and opportunities, providing accurate reports and recommendations to the METIUS Project Manager, Principal Investigator (PI), and external stakeholders.
3. Manage day-to-day relationships with partner institutions, project partners and external organisations and be the point of contact for on-site queries, resolving issues where possible without escalation.
4. Provide guidance on compliance issues and act as the primary point of contact for data protection and procurement queries.
5. Support the organisation of METIUS events including partner engagement sessions, seminars, conferences, and other dissemination activities.
6. Monitor budgets and ensure that purchase orders, invoicing, and procurement activities related to the METIUS project are effectively managed and controlled.
7. Service and provide administrative support to relevant committees and teams (preparing and dispatching agendas, minutes and other committee papers) monitoring and ensuring follow up actions are carried out. This will entail handling sensitive and complex information and will require a level of discretion and experiential knowledge.
8. Represent the METIUS project at external events, stakeholder meetings, and cross-institutional forums, promoting the objectives and impact of the project.

ESSENTIAL CRITERIA:

1. Relevant academic / vocational qualifications (e.g. NVQ2, A Levels or equivalent); OR Significant work experience within a research or community setting or similar environment.

2. Previous experience in a project related role with experience of:
 - Implementing administrative systems to ensure project governance.
 - Organising and coordinating cross-functional meetings, preparing agendas, and minutes and track actions.
 - Analysing complex information and presenting reports in various formats.
 - Contributing to project plans and schedules.
 - Budget management / procurement practices.
3. Experience of working with multiple stakeholders.
4. Significant experience of servicing committees.
5. Significant experience of organising events.
6. Proven track record of being an effective team.
7. Evidence of working independently and confidently taking decisions within the remit of the role.
8. Knowledge of current and relevant GDPR and H&S requirements specific to demonstrator site.
9. Excellent IT skills including experience of using MS Excel, MS Word, MS Teams and email packages.
10. Confident communicator demonstrating the ability to interact with a variety of stakeholders and delivering training / guidance.
11. Willingness to travel to meet the needs of the post.

DESIRABLE CRITERIA:

1. Experience of working across multiple databases to communicate complex information to internal and external stakeholders.
2. Evidence of ability to adapt to new technological change and new procedures as implemented.
3. Knowledge of the locality the test bed site is located in.

ADDITIONAL INFORMATION:

Informal enquiries may be directed to: Victoria Nesbitt at v.nesbitt@qub.ac.uk.