

Candidate Information

Position: Project Manager eFutures 4.0
School/Department: School of Electronics, Electrical Engineering and Computer Science
Reference: 26/113551
Closing Date: Monday 10 August 2026
Salary: £42,972 - £51,270 per annum
Anticipated Interview Date: Tuesday 25 August 2026
Duration: Fixed Term - Full Time; Available for approx. 48 months

JOB PURPOSE:

eFutures is recruiting for two project manager (PM) roles.

The eFutures 4.0 project managers (PM) will play a key role in supporting the delivery of a national UKRI (EPSRC) funded work programme, based out of and managed by Queen's University Belfast.

eFutures 4.0 focuses on building a community of electronic systems experts, both nationally (UK) and internationally, via events, conferences, policy papers, visits and other initiatives. The project has four primary work programmes: (1) Semiconductors; (2) Women's Pilot; (3) Interdisciplinary Conferences; and (4) Policy, road mapping, and futures of technologies and society. There is a significant concentration on futures and foresight practice.

Reporting to a Project Investigator based at Momentum One Zero, the post holders will support the delivery phase of eFutures 4.0, working with colleagues including external stakeholders collaboratively to coordinate project management and operational strategies for eFutures 4.0.

Working within a small, collaborative team, the postholders will provide a wide range of project management skills to ensure the smooth operation and successful delivery of eFutures 4.0.

MAJOR DUTIES:

1. Contribute to the successful development of eFutures 4.0 by providing project management coordination.
2. Organise and deliver a significant number of events associated with the Work Packages, for external (non QUB) attendees, including two conferences.
3. Support the design of futures and foresight activity including participant workshops, short and long-term studies, and papers.
4. Support the delivery of published deliverables to include academic papers, White Papers, policy briefs, and research for impact.
5. Manage qualitative and quantitative data collection activities and ensure information is captured and stored accurately.
6. Develop, monitor, and maintain progress of the Project plan to ensure delivery of the key stages and goals within the agreed constraints of time, cost, and quality.
7. Collaborate and communicate with project stakeholders (EPSRC, UKRI, DSIT) on dynamics of project scope, objectives, deliverables, milestones and success criteria, with responsibility for meeting the success criteria.
8. In conjunction with the project board, define objectives and key tasks for work packages to ensure delivery of strategic objectives and successful achievement of targets.
9. Co-ordinate, plan, minute and monitor progress against action plans agreed by the Project leads and stakeholders.
10. Prepare monthly progress reports and annual impact reports against key deliverables. Working with the Project leads to ensure issue, risk and change logs are maintained and actions progressed.
11. Service the governance structures for the Work Packages and present regular progress reports and committee papers for internal and external stakeholders.
12. Support the project's compliance with university policies, grant conditions and funder requirements.

13. Support with the financial management of project budgets and expenditure and monitor financial performance and support budget forecasting activities.
14. Manage contracts, quotations, invoices and purchasing activities ensuring value-for-money and adherence to procurement policies.
15. Act as principal point of contacts for the project.
16. Develop links with relevant stakeholders, including identifying and exploiting opportunities for further appropriate engagement and collaborations.
17. Ensure resources associated with the project are used in an effective and efficient manner.
18. Undertake any other project tasks associated with the development and design of eFutures 4.0.
19. Applicants should note that in addition to the list above the post-holder will be required to be flexible, adaptable and aware that there may be a need to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which emerge as the work programme develops and which are commensurate with the role.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent.
2. Substantial relevant experience that demonstrates the ability to project manage a complex project from inception to completion.
3. Experience of working in a higher education environment.
4. Experience of working on a UKRI funded project.
5. Evidence of large-scale project planning and management.
6. Proven recent and relevant experience of successfully managing relationships and project management in a collaborative context.
7. Evidence of engaging and managing project initiation, review and close-out meetings with internal and external teams and stakeholders.
8. Evidence of planning and coordinating the delivery of a successful academic conference.
9. Evidence of planning in-person and online events with external stakeholders.
10. Experience of booking international travel arrangements for external stakeholders.
11. Evidence of supporting the delivery of research projects, including data management and liaising with academics.
12. Well-developed analytical skills and ability to analyse complex information to problem solve and inform decision making.
13. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
14. Excellent written and oral communication skills as well as an ability to influence at all levels.
15. High level of attention to detail and ability to deliver effective written reports and presentations to meet audience needs.
16. Evidence of supporting the delivery of a published report or paper.
17. Evidence of strong interpersonal, customer service and networking skills with ability to relate to and influence internal and external stakeholders.

DESIRABLE CRITERIA:

1. A relevant postgraduate or professional qualifications, evidencing continuous professional development.
2. Relevant project management qualification.
3. Training in Applied Foresight.
4. Demonstrable experience in futures and foresight projects and / or methodology.
5. A track record of successful collaboration with other universities, UKRI, and Government departments.
6. Evidence of planning successful international events.
7. Demonstrable experience of procurement and financial management of a large project (defined as > £900,000).
8. Demonstrable experience working on a Network+ project.
9. Evidence of supporting the delivery of a published policy brief / report for a national body.
10. Demonstrable knowledge of the wider electronic systems sector and R&D in the UK and Ireland.
11. Demonstrable knowledge of current and potential developments related to semiconductors.

ADDITIONAL INFORMATION:

Please note: Some travel and some working outside of standard working times may be required to meet the responsibilities of the post and needs of stakeholders.