UNIVERSITY OF WARWICK

Job Description

Job Title	Project Manager
Department	WMG
Grade	7

Job purpose (a brief summary of the role)	To provide Project Management for complex collaborative research and development projects or for a portfolio of strategic research projects and is part of the wider Programme Management Office which enables WMG to have the flexibility to deploy skilled, experienced project management professionals across a range of strategic initiatives.
Duties and responsibilities	**1. Project delivery strategy** • Creating, communicating and delivering the Project management delivery strategy (including for the consortium, where WMG are lead partner) based on the PRINCE2 framework (Principles, Themes & Processes), and tailoring to the project environment to ensure appropriate use of established best practice and governance to meet all legislative and funding body requirements. • Accountable for implementing the project delivery strategy ensuring both WMG and all partners and subcontractors within the consortium achieve deliverables on time, cost and quality. • Determine project scope in liaison with research team and collaborators. • Engaging and managing a broad variety of stakeholders, including executive sponsors, collaborative partnerships and senior academic and professional services colleagues. **2. Leading complex collaborative research and development projects** • Implement the agreed project management strategies to manage the activities of the project. • Lead the operational management the project(s) to ensure that the objectives are achieved, the project communicates its findings and operates within budget and resource constraints, including the provision of monitoring and reporting of activities to external bodies and to ensure the project(s) successful delivery. • Consulting and engaging with key internal and external stakeholders to ensure programme delivery efficiency and effectiveness. • Accountable for all documentation including initiation documents, stage & detailed plans, product descriptions, timing, dependencies and responsibilities is complete, at all times current and available. • Updates to Project Tracking Documents at intervals as defined in Project Management Organisation cadence and production of quarterly project reports for funding bodies. • Tracking, review and reporting/escalation of project risks and liaison with risk owners to mitigate. • Co-ordinating Intellectual Property Protection, ensuring collaboration and non-disclosure agreements are in place with all consortium partners and suppliers. • Develop and maintain effective communications and working relationships with collaborators, partners and staff on the project team and stakeholders. • To ensure all projects follow the WMG Project Management methodology. • Develop Consortium external Communication Strategy:

1. Coordinate and manage significant and high-profile communication events (e.g. consortium project and steering committee meetings, conferences, seminars and the final project conference), ensuring that all schedules, practical arrangements, papers and minutes are produced, attending and following up on action points where required.
2. Establishment and management of the project website when applicable.

- Aligning individual project activity with strategic direction of research theme in agreement with Head of Directorate(s).

3. Project and budget management

- Providing the Principal Investigator (PI) and Finance department with current financial status and forecasts for the projects with recommendations for corrective action where required. Regular monitoring of the budget to facilitate planning and decision-making.
- Where WMG are lead partner, collate and provide Funding Body (via monitoring officer) current financial status and forecasts for the consortium with recommendations for corrective action where required. Regular monitoring of the consortium level budget to facilitate planning and decision-making within the group.
- Providing financial reporting to Senior Management; Project Board; Advisory Group and/or Steering Committee in terms of spend, commitment and income against agreed financial targets.
- Research delivery, quality and compliance:

1. Ensuring that research is conducted rigorously and results are disseminated according to established procedures.
2. Ensure research team has the administrative support required to enable project delivery.
3. Work with members of the research team to identify, plan and implement funded research projects in line with funder requirements.
4. Liaising with post-doctoral staff and PhD students working on the research projects, including day-to-day supervision where appropriate.

4. People and team

- Leadership and management of project team, consortium and contributors within a matrix model, including effective team working, communication and collaboration.
- Coordinating recruitment to any vacancies that arise (in liaison with HR as needed).
- Line management responsibility for Project Support Officer(s) where required.

5. Strategy, policy, and process

- Supporting new proposals under development, including bids for research funding from government, EU and industrial sources. Liaising with potential partners, compiling information and contributing to proposals.
- Ensuring the project(s) within a theme align with WMG's research strategy.
- Ensuring that projects meet governance/compliance requirements ((e.g. ethics, personal data including GDPR, timesheets, reporting).
- Contribute to development and continuous improvement of project management processes.

6. Senior administrative duties

	• To work flexibly and respond positively to changing business and departmental needs and to carry out any other duties within the scope and nature and grade of the post. • Maintain the resource and project tracker associated with the portfolio of any relevant research team(s).

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	An honours degree in Engineering, Business or other relevant subject or extensive relevant industrial experience.	A
E2	PRINCE2 or an equivalent project management qualification, or equivalent experience.	A
E3	Significant experience in a role involving project management responsibility gained in the industrial context of sustainable materials.	A,C & D
E4	Experience of budget management within a large and complex consortium (including universities and industrial partners).	A,C & D
E5	Excellent written and verbal communication skills.	A,C & D
E6	Excellent interpersonal skills and the ability to work with colleagues at all levels.	A,C & D
E7	Ability to collate, analyse and report data, produce management reports using commercial desktop applications (Microsoft Office).	A & C
E8	Strong operational management, organisational and time management skills.	A & C
E9	Analytical and problem-solving skills, as well as the ability to present complex data clearly and summarise key information in a digestible format.	A & C
E10	Ability to focus on priorities and to work flexibly, whilst providing efficient project management over several projects.	A & C
E11	Ability to use own judgement, initiative and be self-motivated within parameters set for the project.	A & C
E12	Possess negotiation skills and able to manage and resolve conflict.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Experience of working within a higher education research environment.	A & C
D2	Experience of running projects under EPSRC, EU and Innovate UK process.	A & C
D3	Technical knowledge relevant to Engineering Plastics.	A & C