

Project Manager (Centre for Postdoctoral Development in Infrastructure, Cities and Energy)

REQ200729

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) will tackle two distinct but interrelated urgent challenges that are central to the delivery of the UK's Industrial Strategy (IS), and a prosperous and resilient UK more generally. The first concerns how we build and sustain the advanced skills base required to create a pipeline of world-class talent for the Infrastructure, Cities and Energy (IC&E) sectors. The underpinning research and development required to deliver this strategy will be reliant upon developing the postdoctoral talent that C-DICE will address. The second concerns the most significant global issue that we face; how to accelerate progress towards a net zero-carbon society by 2050, the achievement of which demands a massive interdisciplinary research effort.

C-DICE unites these agendas through a world-class postdoctoral development programme leveraging the collective capability of 19+ leading research-intensive UK universities, related research associations and institutes undertaking research to achieve a net zero-carbon ambition, and leading IC&E providers, owners and operators. It offers a unique collaboration, an inclusive space to harness significant UKRI, university and industry investment in facilities and doctoral training, the intellectual capital of hundreds of postdoctoral researchers, and ready-made impact pathways provided by an established network of globally connected partners for sustained scientific and technological leadership.

C-DICE builds upon the recent c.£400m investment in capital facilities for the UK Collaboratorium for Research in Infrastructure and Cities (UKCRIC) and the Energy Research Accelerator (ERA), an established academic-industry collaborative network, and a range of other stakeholders relating to postdoctoral development.

C-DICE will complement, extend and expand this platform to develop the deep, technical skills base necessary to tackle the complex interdisciplinary challenges that lie ahead across infrastructure, cities and energy and to achieve net zero-carbon in the UK.

The Centre is structured around four inter-related strands, and is led by the Loughborough University in partnership with the Universities of Cranfield and Birmingham, where some of the C-DICE team will be based.

Pivotal to the successful delivery of C-DICE, this exciting new position for the C-DICE Project Manager is ideally suited to an experienced professional with an interest in a relevant discipline area, and/or researcher development.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose:

Working closely with the C-DICE Director and Co-Directors, lead the day-to-day management of the programme. To coordinate management of contracts with project partners and collaborators, monitor and manage project progress and to be responsible for ensuring that C-DICE is meeting all the success criteria and requirements from the funder (Research England). Working across the three lead partner institutions of Loughborough, Birmingham and Cranfield to take a lead on ensuring that each is meeting the deliverables of the project, and to manage the whole C-DICE team, based across three institutions.

Job Duties

- Lead the decision making for the day-to-day running and management of the programme, taking in conjunction where appropriate with the C-DICE Director and the C-DICE Impact Hub Director, and make recommendations to the Management Board.
- Oversee and support the work of the C-DICE team based across three HEI partners to ensure effective and efficient programme delivery and coherence across the Programme's many activities.
- Be responsible for the development of the overall C-DICE delivery strategy.
- Provide Project Governance to ensure best practice in line with the C-DICE objectives, providing direction, input and feedback including attending all regular meetings with the C-DICE Management Group and Stakeholder Engagement Group.
- Develop detailed work plans which identify and sequence the activities/milestones needed to successfully complete the project.
- Perform detailed risk analysis and produce active risk management plans for the project.
- Present C-DICE at national and international levels (e.g. conferences, workshops and meetings) and represent the project to external academic, public sector, third sector and commercial clients when required.
- Act as a first point of contact and respond to enquiries from C-DICE partners and collaborators and, where appropriate, to assist in the completion of their activities and associated reporting; to monitor industrial and other collaborators contributions to the programme.
- With the C-DICE Director, organise the C-DICE programme's outreach to major stakeholder groups (ERA and UKCRIC HEI and industry collaborators, the private sector, postdoctoral researchers and other stakeholders).
- Develop , determine and monitor of the programme's performance metrics, including Equality, Diversity and Inclusion, to be approved by the C-DICE Steering Board.
- Develop and maintain all appropriate databases and records of the C-DICE programme's activities, assisted by the C-DICE Administrator; monitoring projects, ensuring production of necessary evaluation documentation, final project reports; organising and administering the external review process for Fellowship, sandpit and placement proposals and final reports;.
- Co-ordinate and construct the required reporting to Research England including financial and project reports relating to the projects within the programme and overall programme activities in accordance with current University accounting practices working with staff from the different project partners.
- Ensure careful management of the Intellectual Property Rights (IPR) relating to the C-DICE programme's research and delivery, taking advice from specialists as required.
- Engage in training programmes in the University (e.g. through Organisational Development) which are consistent with your needs and aspirations and those of the project.
- Undertake further duties required to facilitate the smooth running of C-DICE.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to C-DICE Director

Level of Supervision Received: Plan own work to ensure the meeting of defined objectives

Supervision Given: C-DICE Training Pathway Officer (based at University of Birmingham), C-DICE Development Pathway Officer (based at Cranfield University), Impact Hub Officer.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial related professional and/or academic experience.	1,2,3
	Proven experience of interfacing with government/industry/civil society and developing strong relationships with partners and stakeholders.	1,3
	Experience of managing large externally funded research projects.	1,3
	Experience of developing databases and maintaining accurate records.	1,3
	Experience of managing a team	1,3
Skills and abilities	Proven ability to produce high-quality written and verbal reports.	1,3
	Oral communication skills sufficient to be able to address a range of different audiences with varying understanding of English clearly and effectively.	3
	Competence in IT skills and Internet usage.	3
	Proven ability to produce financial and project reports.	1,3
	Proven project management skills.	1,3
	Ability to lead and work as part of a team and to collaborate with others.	1,3
	Ability to respond immediately to changing priorities and rationalise competing demands.	1,3
	Ability to deal with a wide range of complex enquiries.	3
	Maintenance of strict confidentiality at all times.	3

Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	Good honours degree in a related subject.	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to travel on behalf of the project including overseas.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with Postdoctoral researchers	1,3
	Experience of delivering Equality, Diversity and Inclusion initiatives	1,3
	Experience of research within the energy and/or infrastructure and cities fields.	1,3
	Experience of Chairing/Servicing committees.	1,3
	Experience of producing progress and financial reports to UKRI or other government departments criteria.	1,3
	Experience of working with regional, national, and international partners and stakeholders.	1,3
Skills and abilities	Ability to write for a range of different academic and non-academic audiences.	1,3
	Knowledge of the research environment and an proven ability to support postdoctoral researchers' development	
	Competence in social media use and website maintenance.	3
	Knowledge of Intellectual Property Rights.	1,3
	Knowledge of marketing and promotion through traditional and electronic media.	1,3
	Knowledge of reporting requirements of funding bodies such as Research England.	1,3
Qualifications	Masters or PhD in a relevant subject.	1

Conditions of Service

The position is **full-time** and **fixed-term** until December 2024. Salary will be on Management and Specialist Grade 7, (£41,526 - £49,553 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for Grade 6 and above staff details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>