Loughborough University

PROGRAMME MANAGER (CLIMATE COMPATIBLE GROWTH PROGRAMME)

Full-time and fixed term starting as soon as possible until 31st March 2025

REQ220242

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

https://www.lboro.ac.uk/departments/geography/

Background to CCG

The Climate Compatible Growth (CCG) program is an FCDO funded initiative that is complex, challenging and attempts to partner and support development trajectories of Sub-Saharan Africa and developing Asia. It will consist of a core group of partners lead by Loughborough including the Open University, KTH, UCL, Oxford, Cambridge and Imperial College London.

Job Grade: Specialist and Supporting Academic Grade 8

Job Purpose:

Join the CCG senior managers to provide strong leadership for the CCG programme. Leading on the management workstream, managing both the strategic and day-to-day operations of the programme in conjunction with upwards reporting to the donor (FCDO). Financial management across the consortium including management of contracts, project progress and staff.

Job Duties

- Lead strategic planning for the programme on behalf of the senior management team, taking into account resource and budgetary constraints. Manage expectations both internally on connected project proposals and externally with project partners and FCDO.

- To make budgetary allocation decisions (£39.8 million) on resourcing, staffing and funding of programme activities across the programme. Managing the budget and spend on behalf of the senior management team.

- Create new procedures and working practices across the programme, leading on implementation and ongoing monitoring of their appropriateness.

- To negotiate effectively with internal and external partners and suppliers to ensure the programme achieves value for money for both LU and the donor.

- Lead on the procurement of goods and services for the programme in collaboration with colleagues from the relevant departments.

- Provide management to 2 direct line reports, 3 indirect reports and task manage up to 6 researchers. Ensure a collaborative working environment.

- To act as a first point of contact and to respond to enquiries from all CCG Partners and assist them in the completion of their projects and associated reporting and the transfer of their research outcomes; to

monitor industrial and other collaborators' contributions to projects.

- Monitor performance, track resource use, reporting, delivery and mapping projections for all partners and workstreams using appropriate software and ensure appropriate input from partners to allow for simple and fast project management reporting. Track and monitor a by-partner to-do-list

- Ensure all evidence, impact stories and indicators required for research assessment are logged in the Loughborough's VV-Impact Tracker.

- Lead on the due-diligence and safeguarding processes and procedures for the programme.

- Manage the risk profile of the programme, identifying strengths, opportunities, threats and weaknesses and communicating to the senior management team likely impacts on and of the programme.

- Responsible for organisation of the CCG programme's Outreach to major stakeholder groups (external Universities, Government Offices; Multilateral Banks, Major NGOs, the private sector, Philanthropists, donors etc).

- Develop the Programme's profile as the international hub for research and delivery on Climate Compatible Growth creating an impact strategy for the programme overall.

- Lead the day-to-day running and management of the Programme, acting on behalf of the senior management team.

  Ensure that the programme is fulfilling its' strategic vision and is operating as a coherent programme across the programme's many activities.

- To create the performance metrics for the whole programme, for upwards reporting to the donor and outwards reporting to the UK public. Manage the implementation of the performance metrics, providing necessary guidance and support to enable partners to achieve the requirements.

- Working in accordance with current University accounting practices working with staff in the Research Office as appropriate.

- To coordinate the Management of the Intellectual Property Rights (IPR) relating to the CCG programme's research and delivery.

- To engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the project.

- Oversee the development of the 'ClickUp' project management software application to the CCG programme.

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 CCG Programme Director

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 experience	1,2,3
	Significant proven experience of interfacing with government/industry/civil society and developing strong relationships with partners and stakeholders.	1,2,3
	Significant experience of implementing and managing large research projects	1,2,3
	Experience of managing relationships with multiple partners to ensure efficient, timely delivery.	1,2,3
	Experience of project leadership and delivery.	1,3
	Experience of developing databases and maintaining accurate records.	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.	1,3
	High level of competence in IT skills and Internet usage.	1,2,3
	Proven ability to produce financial and project reports	1,2,3
	Proven project management skills.	1,3
	Ability to work as part of a team and to collaborate with others	1,3
	Ability to manage and coordinate research projects to deadlines and within budgets	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.	1,3
	Maintenance of strict confidentiality at all times.	1,3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1,3
Qualifications	Masters degree related to energy or international development or equivalent relevant experience in the sector	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1,3
	Able to travel independently and work away from home, occasionally out of normal working hours and with prior agreement	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of managing large externally funded research projects	1,2,3
	Experience of research within the energy and/or international development field.	1,3
	Experience of Chairing/Servicing committees.	1,3
	Experience of providing strategic leadership within a global context	1,3
	Experience of producing progress and financial reports to FCDO or other government departments criteria.	1,3
	Experience of working with international partners and stakeholders	1,3
	Knowledge of project management software applications such as 10000ft.com.	1,3
Qualifications	PhD in a relevant field	1,3
Skills and abilities	Ability to write for a range of different academic and non-academic audiences.	1,3
	Competence in social media use and website maintenance.	1,3
	Knowledge of Intellectual Property Rights.	1,3
	Knowledge of marketing and promotion through traditional and electronic media.	1,3

Conditions of Service

The position is full-time and fixed-term commencing as soon as possible and ending 31 March 2025. Salary will be on Specialist and Supporting Academic Grade 8, £53,348 to £60,022 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 staff grades 6 and above, 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/childcareinformation---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/