

STEER PROJECT MANAGER (CCG) - SECONDMENT OR FIXED TERM EMPLOYMENT

Fixed-term opportunity starting as soon as possible until 31 March 2024

REQ231491

The role holder will support two projects, both with an immediate start.

Project Funding: Two days per week until 31 March 2024 (fixed term appointment or part-time secondment)

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School/Department Summary

<https://www.lboro.ac.uk/schools/social-sciences-humanities/>

<https://www.lboro.ac.uk/subjects/geography-environment/>

Project Description

The aim of the Loughborough Centre for Sustainable Transitions: Energy, Environment and Resilience (STEER) is to develop world-class, agenda-setting research to support delivery of the Sustainable Development Goals (SDGs), with a particular focus on SDG7 on ensuring access to affordable, reliable, sustainable, and modern energy for all and inter-connected SDGs.

The Climate Compatible Growth ('CCG') programme, which sits within STEER alongside the UK PACT (CCG) programme, 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 consists of a core group of partners lead by Loughborough including the Open University, KTH, UCL, Oxford, Cambridge, Imperial College London, Centre for Global Equality and Climate Parliament.

CCG Programme is expanding its portfolio of research activities and has received additional FCDO funding for two new research projects.

<https://www.lboro.ac.uk/research/steer/>

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

The post holder will support the CCG Programme Director, leading in the day-to-day management of a number of CCG-aligned projects within the STEER portfolio, funded through different sources and of different sizes and durations. The needs of the funder determine the specific project management tasks required. However, in general terms, the post holder will be required to ensure that all the projects within their portfolio are performing as required and that all reporting deadlines are met. This will include financial and strategic management of all projects in the portfolio, including co-ordinating management of contracts with project partners and collaborators, monitoring and managing project progress and to ensure CCG-aligned projects are meeting all the success criteria for the projects, ensuring each is meeting the deliverables of the project and reporting to FCDO. The post holder will also provide strategic support to the STEER team.

Subject to applicants meeting the essential requirements, we would encourage applications from both fractional employees or as a secondment of those already in full time employment.

Job Duties

- Lead decisions on the day-to-day running and management of the projects in conjunction, where appropriate, with the CCG PI, Co-I and Programme Manager.
- Support the work of the CCG STEER team based across nine partners to ensure effective and efficient research project delivery and coherence across the project's many activities.
- Develop and maintain an overview of all projects in the portfolio.
- With the CCG Programme Manager, oversee the deployment of the ClickUp project management software application to the CCG programme (assist in developing a strategy on how the software should be used for CCG) . Develop and maintain all appropriate records within ClickUp of CCG's project activities; using ClickUp to monitor projects, ensure production of necessary evaluation documentation, final project reports.
- Provide Project Governance to ensure best practice in line with the STEER objectives, providing direction, input and feedback including scheduling and attending all regular meetings, being able to feed in financial overview and risk management information as required.
- Develop detailed work plans which identify and sequence the activities/milestones needed to successfully complete the projects together with workstream and activity leads.
- Perform detailed risk analysis and produce, maintain and manage active risk management plans for the projects.
- Actively liaise with a range of internal and external stakeholders including FCDO, project partners and University of Loughborough professional (Research and Innovation Services, Finance Office, Procurement etc.).
- Act as a first point of contact and respond to enquiries from CCG 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.
- Attending funder meetings and project management/board meetings.
- Assist in the development, determination and monitoring of the CCG performance metrics, including Equality, Diversity and Inclusion.
- Contribute to the continuous improvement, development and maintenance of all appropriate databases and records of STEER project's activities; monitoring projects, ensuring production of necessary evaluation documentation, final project reports.
- Co-ordinate and construct the required reporting for all projects within the portfolio, relating to the overall project activities, strategic management, financial management and risk management,
- Coordinate the management of the Intellectual Property Rights (IPR) relating to CCG research and delivery with support from the University's Research and Enterprise Office.
- Support the development of follow-up research/implementation proposals
- Engage in training programmes both at and beyond 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 CCG-aligned projects within STEER, including administrative support where necessary.

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 Manager

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.	1,3
	Proven experience of interfacing with multiple stakeholders such as government/industry/civil society and developing and maintaining strong relationships.	1,3
	Experience of managing large, high-value projects.	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.	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

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of delivering Equality, Diversity and Inclusion initiatives	1,3
	Experience of chairing/servicing committees.	1,3
	Experience of producing progress and financial reports to FCDO 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
	Competence in social media use and website maintenance.	3
	Knowledge of Intellectual Property Rights.	1,3
	Competence in project management software e.g. ClickUp	1,3
Qualifications	Masters or PhD in a relevant subject.	1

Conditions of Service

The position is part-time and fixed-term until 31 March 2024. Salary will be on Management and Specialist Grade 7, £45,585 - £54,395 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 allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This role has been identified as a role that could work dynamically and if successful your manager will discuss these informal arrangements with you. Please note there is a general expectation that, unless otherwise negotiated, the successful candidate will spend the majority of time working on campus (further information is available [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/>