

Project development manager: EPSRC CDT in Engineering Hydrogen Net Zero (EnerHy)

Job Ref: REQ240337

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 EnerHy CDT is a three institution Centre for Doctoral Training between Loughborough University, Cranfield University and Strathclyde University. We are anticipating that there will be around 80 students and 60 companies and institutions involved.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

We wish to appoint a part time project development manager to manage the industrial development activities of the CDT and lead project planning and industrial involvement and development of the CDT, ensuring efficient and smooth operation.

This includes working closely with Industrial partners, The CDT steering committee, Other academic institutions, Academic supervisors, University and Centre administration staff and CDT students.

The roll will be to manage and grow our CDT industrial partnerships and develop additional research and enterprise activity as appropriate.

Job Duties

1. Take responsibility for industrial engagement and industry contacts.
2. To act as the first point of contact and respond to all enquiries from industry, the steering group and other institutions.
3. Lead industrial engagement with partner companies and ensure that the CDT is meeting their needs.
4. Responsible for industrial partner participation activities in the centre including attendance at impact events, the design and build activity, governance meetings and CPD joint activities as required.
5. Leading and developing new partnerships as required to ensure a minimum number of industry sponsored students.
6. Take responsibility for tracking research CDT TRL project levels and lead impact and enterprise follow on activities
7. Take responsibility for maintaining and updating the CDT's risk register.
8. Contribute to the writing of external research grant proposals.
9. Responsible for ensuring research contracts are in place with all partners.
10. Overseeing the recruitment of industrial student placement opportunities and coordinate with the centre administrator to advertise and arrange these.
11. Responsible for developing and maintaining all industry related databases.
12. Develop and maintain data management tools for research data.

13. Organising and timetabling a yearly project plan to meet teaching and research deadlines.
14. Co-ordinating programme management activities associated with the EPSRC Centre for Doctoral Training in Engineering Hydrogen Net Zero (EnerHy) (CDT-EnerHy) to help the centre keep to schedule.
15. Responsible for managing industrial sponsored budgets and producing financial reports relating to the projects within the Centre and the overall Centre's activities in accordance with current University accounting practices, working with staff in the Research Office as appropriate.
16. To work with the Centre Director to facilitate the submission of regular reports for the funding authorities (EPSRC and others) and other relevant monitoring bodies including collation of data and drafting of reports for the approval of the Centre Director.
17. Organising and arranging steering group meetings and other events as and when required.
18. Responsible for supporting and attending CDT-EnerHy meetings (Board meetings, Industry meetings etc.) as required
19. To maintain confidentiality and ensure GDPR compliance is met for all personal data and stored at the centre. To ensure compliance with University and CDT-EnerHy policies and procedures.
20. To be the first point of contact for all enquiries from the Industrial and Civic community in respect of the CDT-EnerHy activities and to direct these to the best possible source of assistance. This will also involve dealing with high profile contacts (Local Government, Department of Trade and Industry, Industrial Directors, external academics and international academic institutions).
21. To undertake other tasks that may be reasonably required to facilitate the smooth running of the centre, and which are commensurate with the grade and nature of the post.

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 Equity, Diversity and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity and Inclusion legislation and University policies/procedures.

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

Organisational Responsibility

Reports to: CDT 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	Significant experience approaching and engaging with industry	1,3
	Proven Experience of helping industrial partners to work with academia in areas such as arranging CPD courses, or demonstration activity.	1,3
	Significant Experience of TRL levels and progression of University research into Industry to accelerate pace of technology advancement	1,3
	Extensive relevant experience dealing with knowledge exchange with industrial and civic partners such as managing an Innovation Centre	1,3
	Experience in dealing with a full range of industrial partners from SME's through to large companies	1,3
	Experience of management, especially time and events management.	1,3
	Proven experience of developing and managing relationships with multiple partners.	1,3
	Experience of maintaining records	1
Skills and abilities	Proven ability to produce high quality written and verbal reports.	1,2,3
	Excellent interpersonal and Communication skills	1,2,3
	Demonstrable ability to use own initiative	1,3
	Practical IT skills including Microsoft Office	1,2,3
	Ability to deal with a wide range of complex enquiries.	1
	Maintenance of strict confidentiality and data security 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	University Degree or comparable significant experience	1, 3
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	Experience of the UK grant funding landscape	1,3
	Experience of technology commercialisation	1,3
	An understanding of IPR	3
Skills and abilities	Ability to review, develop and implement new processes	1,3
	Awareness of reporting requirements of funding bodies, such as the EPSRC, and other sources of research funding	1,3
Qualifications	Recognised advance qualification (for example MSc or PhD degree) in science & technology or comparable significant relevant experience.	1

Conditions of Service

The position is **part-time** and **fixed term until Sept 2032**. Salary will be on the Management and Specialist Grade 7 pay scale, from £45,585, as costed for the grant.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Staff of Grades 7 , 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 are available [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 [here](#)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equity and celebrates diversity and inclusion 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/>