

## Research Project Manager The Becoming Regenerative Research Project

Job Ref: REQ240717

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Job Description

#### Job Purpose

The purpose of this role is to provide proactive and holistic research project management for *Becoming Regenerative: Innovation for Renewal through Entrepreneurship and Interspecies Creativity (B-Regen Project)*. A new transdisciplinary UKRI-funded project led by Dr Tuukka Toivonen (Reader in Regenerative Design & Innovation, Loughborough University London), B-Regen unpacks the emergence of new regenerative innovations and startups over three years in unprecedented detail. This project is due to be conducted together with co-Investigators at the Royal College of Art and the Institute for Global Prosperity at University College London, the main academic partner organisations.

We are looking for a highly organised, entrepreneurial, and experienced individual with a record of successfully coordinating and overseeing core activities on international research projects in higher education and/or think tank environments. We also look for creativity and insight regarding the coordination of public events and our project's online appearance and branding (which will likely involve collaboration with and managing the contracts of several freelance designers and artists). Applicants will furthermore be asked to submit evidence of excellent written communication and copy-editing skills.

The selected candidate will help lead the strategic and core day-to-day activities of the project team, which comprises the Principal Investigator, two co-investigators, two Post-Doctoral Research Fellows, the University's Research Management & Administration (RMA) service, and relevant Loughborough University staff. External partners are due to include a high-profile fashion brand, a salient fashion network, an international sustainable startup network as well as the RCA and UCL.

This is an opportunity for a motivated and dynamic individual with several years of relevant experience to contribute to the success of a regenerative design and entrepreneurship research project of high visibility and significance within the UK and globally. The project will intersect with emerging fields such as regenerative fashion, architecture, biodesign, regenerative AI and entrepreneurship support.

#### Job Duties

- To manage the Becoming Regenerative project as the sole project manager, taking responsibility for the successful delivery of core strategic and operational objectives while reporting to the Principal Investigator. Formally identify and schedule work, resolve issues, manage risk, report progress, ensure that objectives are met within agreed timescales and produce full and comprehensive documentation as needed, including comprehensive project, quality, and risk plans.

- To be accountable for the financial control and management of all elements of the project together with the PI (excluding strictly research-based tasks, overseen by the PI) and the delivery of the agreed financial targets. Agree estimated resource requirements and costs with the PI and core team of co-Is and maintain effective financial and project forecasting, planning and reporting. Monitor actual project performance and progress against the plans, taking any necessary action to correct variances in quality, time scales or cost, in consultation with the core research team and the research office
- To develop and maintain an up-to-date overview of all core deliverables, timelines, deadlines, sub-projects and key processes as well as project metrics, being accountable for the monitoring and controlling of vital deliverables
- Act as a first point of contact and respond to enquiries from all project 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.
- To appropriately maintain digital research data, schedules, contact lists and project records (in collaboration with the PI) in line with the latest data protection-related regulations and processes; making smart use of new technologies in the course of project and data management duties, including relevant software available at the University as well as other organisational tools.
- To lead one or more project teams, including third party suppliers (e.g. teams of freelancers producing content or co-producing events), developing and maintaining resource plans and monitoring resources to ensure that they are contributing effectively. Allocate work and responsibilities to members of such project teams. Monitor and control team performance and the quality of work against plans, taking any necessary action to resolve issues.
- To liaise with management at the highest levels within the relevant institute/department and the University, managing their expectations for the Becoming Regenerative project and responding to their inquiries. Co-ordinate relationships with and between several key stakeholder groups (including partners in the university and private sectors), during the design, management and implementation of all relevant engagements.
- To develop and manage defined communication channels, including those with (industry) stakeholder groups. Promote project outputs and key findings at a high level, both internally and externally via relevant media and networks, liaising effectively with University PR, marketing and communications departments.
- To manage any procurements exercises, including the preparation of the invitation to tender, technical, contractual and financial evaluation of the proposed solutions/services/products.
- To take leadership on diverse core activities, including the planning and organisation of team meetings, coordinating and arranging travel, hospitality and room bookings, in line with University procedures and policies, as directed by the Principal Investigator, where needed liaising with project partners, collaborating organisations, and other stakeholders, co-managing the team, maintaining and updating the project's website in a timely manner, assisting with research activities, subject to capacity, as directed by the Principal Investigator, including collating or processing visual, video, audio, and text-based materials and co-authoring public-facing announcements and blogs.
- To report project data to Research Management and Administration for University monitoring and external reporting purposes, in line with relevant regulations.
- To work responsibly with all other areas of Loughborough University Research Management & Administration and provide the highest possible level of service and standards.

## Points To Note

This job description indicates the general level of duties and responsibility of the post. The detailed duties may vary occasionally without changing the general character or level of responsibility that aligns with Grade 6 expectations.

## **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 must adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should be committed to observing the University's Equity and diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity and diversity legislation and University policies/procedures.

## **Organisational Responsibility**

Project team: Principal Investigator and Co-Investigators and PDRFs.

Research Management and Administration - specifically Finance and Funding leads.

Project Partners: Pangaia (sustainable fashion), PDIE, Fashion District

Managers and other staff, and external partners, suppliers, etc., with whom regular contact is required.

Line manager: Principal Investigator (Dr Toivonen)

## Person Specification

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

- 1 – Application
- 2 – Interview

### Criteria

Area	Criteria	Stage
Experience	Significant experience of successfully managing a multidisciplinary, dynamic research project at a global university and/or think-tank	1,2
	Track record of managing or co-leading multiple projects or initiatives with efficiency, creativity and attention to process and strategy as well as the financial dimension of project management.	1,2
	Substantial experience of customer or relationship management with key stakeholders/customers.	1,2
Skills and abilities	Excellent interpersonal skills and a considerable experience of operating successfully in diverse intercultural contexts	1,2
	Proven ability to communicate effectively orally, in writing, numerically and using visual media. Also, experience of copy-editing short texts such as blogs and mini-reports.	1,2
	Ability to work effectively and with attention to detail under strict deadlines, operating proactively and independently	2
	Excellent record-keeping skills and experience of using a variety of relevant project management frameworks, processes and techniques (and the ability to describe their pros and cons in detail)	1,2
	Excellent ability to plan, prioritise and organise work to achieve objectives on time	2
	Ability to relate to academic staff and to represent their goals, interests and research insights to non-academic partners and publics	2
	Experience of using and shaping flexible <i>digital</i> organisational tools and platforms beyond standard office software packages; ability to work critically and creatively with new tools and services (e.g., Notion and other AI-assisted organising platforms)	1,2
	Proven ability to understand and manage complex projects effectively and efficiently with minimal supervision and under pressure.	2
	Excellent ability to work collaboratively in a team or with different professional groups, ensuring the principles of equality, diversity and inclusion are upheld.	1,2
Training	Ability and eagerness to meet new objectives and learn new skills while adopting new processes where needed.	1,2
Other	Commitment to observing the University's Equal Opportunities policy at all times	1,2
	Provides a positive and responsive customer service. Anticipates future needs and takes initiative in creating ideal conditions for the research team to do its best work	1

## Conditions of Service

The position is **Part-Time and Fixed Term** (17.5 hours per week – up to 33 months) Salary will be on Specialist and Supporting Academic **Grade 6 £33,966 - £44,263 per annum (pro-rata) plus £3,518 London Allowance (pro-rata)**, at a starting salary commensurate with experience.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related 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 are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

Loughborough University London Staff are eligible to apply for an interest free season ticket loan and corporate gym membership.

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/>