

Project Manager

Job Ref: REQ260320

School summary:

The Department of Aeronautical and Automotive Engineering is part of the School of Aeronautical, Automotive, Chemical and Materials Engineering (AACME). AACME consists of three exceptional departments, evidenced by high league table rankings, strong student recruitment at high average entry tariffs, well established partnerships with world leading companies, supported by intensive research activity that is mostly world leading or internationally excellent.

Job Description

Job Family and Grade: Grade 7, Management & Specialist (MA7)

Job Purpose

The role will provide professional project management support for the I&RC, following a recent major grant award under the Prosperity Partnership Scheme. This project is the continuation of a strategic collaboration between Loughborough University and Caterpillar which launched more than 25 years ago to accelerate innovative technologies within the off-highway powertrain sector.

Reporting to the Director of the I&RC, the post holder will provide oversight of all project deliverables, finances, milestones and risks. The post holder will work closely with the Academic Director of the I&RC, the research and support team and with the project partners at Caterpillar. The postholder will be required to independently plan and organise their own and the work of others, and to use diplomacy and skill to guide busy members of the team towards successful completion of project goals.

Job Duties

- In conjunction with the project PIs and CoIs, lead decisions on the day to day running and management of the projects.
- Support the work of the I&RC team based across multiple partners to ensure effective and efficient research project delivery and coherence across the centre's many activities.
- Develop and maintain an overview of all projects in the portfolio.
- Advise and support the development of overall I&RC project delivery strategy.
- Provide Project Governance to ensure best practice in line with the I&RC objectives, providing direction, input and feedback. This will include 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. Monitor project delivery against milestones, liaising closely with work package leads both at Loughborough and Caterpillar.
- Perform detailed risk analysis and produce, maintain and manage active risk management plans for the projects.
- Present the I&RC and the projects within the portfolio at national and international level;s (e.g. events and meetings) when required. Represent the project to external academic, public sector, third sector and commercial clients when required.

- Act as a key point of contact and respond to enquiries from I&RC partners and collaborators and, where appropriate, assist in the completion of their activities and associated reporting.
- With the I&RC Directors, organise outreach to major stakeholder groups (HEI and industry collaborators, the private sector, postdoctoral researchers and other stakeholders) and general public.
- Liaising with Caterpillar, marketing and PR, develop suitable content to update social media channels as required.
- Assist in the development, determination and monitoring of the centre's performance metrics, including Equality, Diversity and Inclusion.
- Working with the project team, develop and maintain all appropriate databases and records of I&RC project activities, monitoring projects, ensuring production of 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 I&RC research and delivery with support from the University's Research and Innovation 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 the I&RC, 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 outlined in the document.

Organisational Responsibility

Reports to the: Head of Operations. Day to day direction and reporting to the Director of the Caterpillar I&RC.

Direct Reports: N/A

Budget Responsibilities: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Substantial related professional and/or academic experience.	1, 2, 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, 2, 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.	2, 3
	Proven ability to produce financial and project reports.	1, 3
	Proven project management skills. Experience of current project management tools and methods.	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, 2, 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 or significant relevant experience.	1, 3
Other	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3
	Willingness to travel on behalf of the project, including overseas if required (this is likely to be on rare occasions).	

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential 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 for commercial funders and Government bodies.	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 (IPR)	1, 3
Qualifications	Higher degree in a relevant subject	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher

Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.