

THE UNIVERSITY OF NOTTINGHAM Recruitment Role Profile Form

Job Title:	Senior Research Administrator
School/Department:	Precision Manufacturing Centre (PMC), School of Mechanical, Materials and Manufacturing, Faculty of Engineering
Job Family and Level:	Administrative, Professional and Managerial Level 4
Contract Status:	This post will be offered on a fixed-term contract until 31 March 2019.
Hours of Work:	Part-time (20-25 hours per week). Please specify in your application the number of preferred hours.
Location:	Initially University Park – the PMC is scheduled to move to the new Institute for Advanced Manufacturing Building at Jubilee Park late 2017.
Reporting to:	Professor Svetan Ratchev, Director of the Precision Manufacturing Centre.

Purpose of the New Role:

The key function of the role is to provide financial and resource management to the Precision Manufacturing Centre (PMC) and project assurance to selected projects within the PMC portfolio, with a particular focus on ERDF and other European projects. The role holder will also support the development of new funding opportunities and be responsible for the start-up of new projects. The PMC actively manages a funding portfolio valued at over £10 million and employs approx. 30 staff members at any one time on a range of large and small projects from a wide range of funders including EPSRC, Innovate UK, ERDF, EU, Clean Skies JTI and industry. To deliver the highest quality research, the PMC have adopted best industrial research practices by using a PRINCE2 project management environment and a quality assurance system accredited by ISO 9001:2008.

	Main Responsibilities	% time per year
1.	<p>Financial management Responsible for overseeing PMC budgets and portfolio, currently valued in excess of £10 million and employing approx. 30 members of staff. Responsibilities to include: 1) financial and resource planning and forecasting; 2) monitoring spend on individual projects and reconciling accounts; 3) ensuring spend is in line with relevant funder guidelines; 4) reporting spend to the PMC Management Group; 5) supporting communication with the Faculty of Engineering around PMC budget and expenditure; 6) financial administration; 7) keeping up to date with Faculty of Engineering purchasing guidelines.</p>	40%

	In collaboration with Research, Enterprise and Graduate Services (REGS) and Faculty of Engineering Research Office, prepare financial claims and ensure appropriate systems are in place to provide required information to support claims.	
2.	Project delivery and project management For projects led by the PMC and other selected projects within the PMC portfolio: 1) support management of projects; 2) monitor deliverables; 3) represent the PMC at identified meetings; 4) coordinate and support actions and activities associated with periodic reviews of the project; 5) support promotion and dissemination activities, including establishing of web-pages. It is noted that larger projects within the portfolio are often complex, with multiple stakeholders who must be coordinated and with strict reporting requirements from the funder.	30%
3.	Proposal development support As appropriate, support the development of funding proposals, with particular reference to identifying funding requested and ensuring funding requested complies with funder requirements. The PMC submits a minimum of £2 million of new funding applications per year to a wide variety of funders.	10%
4.	Project start-up Working with REGS, Faculty of Engineering Research Office, project partners and project sponsors, coordinate and support setting up new projects, to include (where appropriate): 1) Coordination and monitoring of contract negotiation (for clarity, contract negotiation is NOT required); 2) Appropriate internal requirements to set up or extend a project.	10%
5.	Quality Management System Support the continued implementation of the PMC's ISO9001:2008 certified Quality Management System.	5%
6.	People Management Line management of the PMC's project support assistant(s), including all PDPR related processes.	5%
7.	Any other duties appropriate to the role and level	

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	Educated to degree level or equivalent along with experience in a similar or related role OR Proven track record of extensive relevant work experience.	Professional project management qualification (e.g. Prince2, APM)
Skills/Training	Proven knowledge of dealing with accounts and ability to analyse and understand spreadsheets. Excellent written and verbal communication skills with a high attention to detail and the proven ability to produce high quality reports	Knowledge of the HE environment

	<p>and presentations for internal and external audiences.</p> <p>Ability to communicate confidently and effectively at all levels both internally and to key external partners.</p> <p>Excellent organisational, planning and prioritisation skills with the proven ability to plan and manage projects and work within a team and to work under minimal supervision.</p> <p>Ability to work to tight deadlines under pressure and provide support and flexible approach to the team</p> <p>Proven capability of being able to take full responsibility for undertaking the complex tasks associated with this role.</p>	
Experience	<p>Experience in the monitoring, reconciling and reporting of multi-million pounds budgets.</p> <p>Experience of managing projects and meeting project deliverables.</p> <p>Proven experience of planning and organising own workload and the workload of others.</p> <p>Experience of working with teams.</p>	<p>Experience of delivering projects within ISO9001 framework</p> <p>Experience of ERDF and EU projects.</p>