ROLE PROFILE

Job Title: Energy Research Accelerator (ERA) - Programme Manager

School/Department: Energy Research Accelerator

Job Family and Level: Administrative, Professional & Managerial Level 5

Contract Status: Fixed term until 31 July 2021

Hours of Work: Full-time (36.25 hours per week)

Location: University of Nottingham

Reporting to: MI Director and ERA Director

Purpose of the New Role:
The Energy Research Accelerator began as a strategic collaboration bringing together 7 core partners (the Universities of Aston, Birmingham, Leicester, Loughborough, Nottingham and Warwick and the British Geological Survey) and a large number of private sector collaborators. This high-profile, programme consists of a £60M capital investment from government and £120M of match drawn from a large number of stakeholders. Recently the Universities of Cranfield and Keele have become partners of the programme. A flagship project for the Midlands Innovation university partnership, successful delivery of the programme is critical. The ERA programme is seeking to appoint a new Programme Manager to run the programme for the remainder of the funded period and develop new lines of collaborative funding to extend the programme beyond the initial investment. Currently an interim Programme Manager is in post who will provide handover.

The Programme Manager will lead a small team. They will provide the day-to-day coordination and communication required to ensure that the ERA partnership is able to deliver the benefits of a deeply collaborative programme. The role has three principal objectives:

1. Working with the ERA Director to position the partnership for further funding and investment. The ERA Programme Manager will work across the partnership to develop new, ambitious research applications for funding that will utilise the ERA assets and energy research capabilities of the 9 ERA partners. They will also support the development of concepts for further large-scale investment and new partnerships with industry through programmes such as the Industrial Strategy Challenge Fund.

2. To support the academic partners in delivering research acceleration from those facilities and capture the evidence of this usage, the outputs of the research and the impact generated. To ensure that successes are promoted and that a portfolio of case studies are created and disseminated to relevant stakeholders.

3. To deliver on behalf of all the universities and through the three themes the remaining ERA capital facilities associated with the government investment and the industrial funding that has been committed to support the government investment;

Main Responsibilities

1. Stakeholder Management
   - To lead internal stakeholder management including with the ERA Partner Institutions, Project Boards, research committee, senior academic leads, administrators.
   - To support external stakeholder management in particular with the funder IUK, UKRI, BEIS and business.
   - To be a primary contact point for relationships with universities, companies and other stakeholders outside the ERA project and to address questions such as access to facilities
   - To represent the ERA partnership at external events and in discussions with stakeholders.
2. Leadership
- To manage and motivate ERA staff and contractors as required.
- To provide active support for the project theme leaders and delivery project managers.
- To lead on resolving practical problems and troubleshooting as required.
- To lead by example on a collaborative approach to delivery of the ERA programme.
- To seek opportunities to promote research collaboration and strengthen the relationships between partners.

3. Operational support of current programme
- To deliver practical programme management including delivery of co-investment and leveraged research income.
- To deliver mechanisms to ensure project success and compliance with funder requirements.
- To act as secretariat to the ERA Industrial Advisory Board and to support the delivery of actions arising from this Board.
- To work with partners to support the delivery of the Co-Investment.
- To co-ordinate delivery of ERA Project Objectives and Deliverables as defined in the ERA funding contract and Project Management Plan and initiate corrective action as required.
- To manage the relationship with the ERA Project partners up to Pro-Vice Chancellor level to ensure project progress and ensure that all project requirements are met.
- To manage of the relationship with funders to ensure reporting requirements are met.
- To participate in meetings with funding bodies, partners and relevant stakeholders.
- To deliver programme level management of budgets and procurement with ERA project and financial teams.
- To oversee the generation of case studies and evidence of facilities usage.
- To ensure national recognition for facilities.

4. Operational support to develop future investment
- To deliver the mechanisms and opportunities for ERA partners to come together to explore and develop funding proposals.
- To support high-quality engagement with business and funders to deliver ambitious energy demonstration and acceleration initiatives that will build on the initial ERA investment.
- To build the necessary relationships with project partners to ensure constructive conversations and senior approval of ambitious collaborative programmes.
- Maintain an up-to-date understanding of the UK energy funding landscape.

5. Regulatory and Administrative
- To utilise the central data repository for ERA and through that manage data collection, collation and reporting.
- To develop systems to monitor use of the ERA facilities.
- To ensure adherence to all project publicity requirements.
- To use systems to ensure records are kept in compliance with contractual obligations.
- To support theme leads with audits as required.
- To profile spending plans in consultation with finance teams.
- To ensure grant claims are completed in a timely manner in collaboration with finance teams.

6. Reporting
The Programme Manager will be employed by the University of Nottingham and will report to the Midlands Innovation Director. Strategic Direction will be provided by the ERA Director. The Programme Manager will manage staff within the ERA team.

Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Qualifications/Education</td>
<td>Graduate level qualification or equivalent plus experience in a similar level and type of role</td>
<td>Recognised Professional Project Management Qualification eg. PRINCE2 or APMP, or equivalent experience</td>
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Skills/Training
- Excellent communication skills including the ability to communicate at all levels
- Demonstrated influencing skills and experience of working in a matrixed organisation
| Experience | • Project Management experience gained through delivery of complex academic/industry interface projects  
• Experience of working in a University environment  
• Experience of working and communicating at senior levels  
• Experience of using rigorous reporting and recording systems and processes  
• Experience of conducting project planning including co-ordination of a variety of stake-holders  
• Experience of supporting research applications  
• Budget management experience, management of procurement  
• Experience of managing a diverse team  
• Developing solutions and processes and support structures in large complex projects  
• Identification and management of risk | • Understanding of complex funding environments such as European funding  
• Understanding of State Aid  
• Experience of working in a business development or partnership role in a university. |
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<tr>
<td>Statutory/ Legal</td>
<td>• Understanding of research governing regulations and legislation</td>
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