Job Title: Programme Manager
School/Department: Centre for Aerospace Manufacturing, Faculty of Engineering
Job Family and Level: Administrative, Professional and Managerial Level 5
Contract Status: This post will be offered on a fixed-term contract until for 2 years
Hours of Work: Full-time (36.25 hours per week) however applications are also welcome from candidates wishing to work part-time (minimum 25 hours per week). Please specify in your application if you wish to work part-time and the number of preferred hours.
Location: Easter Park Facility and Jubilee Campus
Reporting to: CTO, Centre for Aerospace Manufacturing

Purpose of the New Role:
The role is required to provide the appropriate programme framework, governance and support to enable the Centre for Aerospace Manufacturing to achieve its ambitious research and knowledge exchange targets. The role holder will develop, manage and lead in the delivery of the CAM research portfolio. Along with the CTO and other academics, the successful candidate will be responsible for contribution to and implementation of the strategic plans for the centre. The role holder will also provide leadership and proactive operational management for CAM to ensure successful delivery of research outputs. The role holder will also be responsible for over-seeing the management of key CAM research and knowledge exchange projects.

Main Responsibilities

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<th>% time per year</th>
<th>Main Responsibilities</th>
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| 50%             | 1. Operational and programme management  
|                 | • Coordinate a programme of research and knowledge transfer projects, working closely with funding bodies, academic partners, industrial partners and internal multi-disciplinary research groups ensuring delivery against funding requirements.  
|                 | • Manage key high priority research projects in line with PRINCE2, ISO9001 and the PMC’s operational processes, including planning and scheduling of work, stakeholder management, monitoring and reporting progress, tracking and forecasting spend, and managing change.  
|                 | • Develop and implement appropriate CAM programme governance framework, methodology and processes.  
|                 | • Develop and implement Key Performance Indicators to be applied across the project portfolio to provide visibility of performance and identify areas for improvement.  
|                 | • Support, and where appropriate lead, the development and implementation of strategic, operational, financial, marketing and communication plans.  
|                 | • Develop and improve processes, in line with PRINCE2 project management and ISO9001:2015, to ensure project success and compliance with funder requirements.  
|                 | • Ensure compliance with all data management and data handling requirements across the programme, in accordance with funder stipulations and University processes. |
| 20%             | 2. Leadership  
|                 | • Provide active support for project managers and research fellows, enabling them to deliver successful research projects and high quality outputs e.g. publications, impact case studies. |
- Lead on the development of project management skills and competence across the team.
- Lead on continuous improvement of processes and ways of working.
- Lead on structured problem solving as required.
- Set the standards for delivery of the CAM projects.

3. **Stakeholder management**
- Support external stakeholder management, in particular with the centre’s industrial partners and funders.
- Where appropriate, act as primary point of contact for industrial partners and external bodies.
- Manage relationships with funders to ensure reporting requirements are met.
- Support internal stakeholder management, in particular with the faculty and central operational functions.
- Where appropriate, act as focal point for the team on key topics across the university.
- Represent CAM at external events and in discussions with stakeholders.
- Seek opportunities to promote research collaboration and strengthen the relationships between stakeholders.

4. **Business development and future funding**
- Develop and deliver opportunities for CAM industrial partners and funders to come together to explore and develop funding proposals.
- Maintain an up-to-date understanding of the UK and global funding landscape in aerospace and cross sector manufacturing.
- Develop funding proposals, drawing on appropriate research and administrative staff experience within the team.

5. Any other duties appropriate to the grade and role

### Knowledge, Skills, Qualifications & Experience

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<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/Education</strong></td>
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<tr>
<td>• Educated to degree level, preferably in Engineering, or equivalent experience.</td>
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<td>Postgraduate research or management degree.</td>
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<td>• Recognised qualification in project management (e.g. PRINCE2).</td>
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<td>MEng degree or equivalent.</td>
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<td><strong>Skills/Training</strong></td>
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<td>A good understanding of the UK and EU research funding environment and HE research agendas.</td>
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<td>• Excellent communication skills including the ability to communicate at all levels.</td>
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<td>• Ability to be proactive during change and willingness to keep abreast of broader developments in HE and in own area of expertise.</td>
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<td>• Strategic thinking skills, particularly with regard to aligning research objectives and funding opportunities.</td>
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<td>• Demonstrate effective prioritisation, operational planning, organisational business process, time management and programme management skills.</td>
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<td>• Proven and effective interpersonal skills, with the ability to develop compelling business cases and proposals for funding.</td>
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<td>• Ability to influence, persuade and negotiate with individuals and teams to facilitate collaboration and stimulate opportunity.</td>
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<td>• Ability to work accurately under pressure and to meet deadlines.</td>
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<td>• Strong team working skills.</td>
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<td><strong>Experience</strong></td>
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<td>• Experience of working in the HE sector, demonstrating expertise in the management of projects, people and resources.</td>
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- Project and programme management experience gained through successful delivery of complex academic / industry interface projects.
- Management and forecasting of resource requirements across a team.
- Experience of HE and industry related relationship management.
- Experience of conducting project planning including coordination of a variety of stakeholders.
- Experience of supporting research applications.
- Good financial awareness with budget management experience.
- Identification and management of risk.
- Experience in structured problem solving and continuous improvement.

**Statutory/Legal**
- The interpretation and implementation of work related regulations and procedures and an understanding of non-compliance on other staff and the University (e.g. Health and Safety).

**Additional Information**
This role will require dealing with the challenges of managing research projects, investigating different research areas, and resolving conflicting priorities. Managing unexpected situations, working proactively, collaborating with colleagues in the Faculty of Engineering, industrial and research partners, suppliers and customers, as well as working independently and with a high degree of personal initiative are all essential.

*The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.*