### Role profile

**Job title**
Research Project Management Officer

**Job family and level**
Administrative, Professional and Managerial Level 3

**School/Department**
Engineering (PEMC Research Group)

**Location**
Coates Building on University Park year 1, then PEMC Building on Jubilee Campus

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**Purpose of role**

To act as project manager for non-aerospace projects with suitable funding within the Power Electronics, Machines and Controls Research Group.

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**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

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<tr>
<th>% time per year</th>
<th>Project management support</th>
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| 40%             | - To support PEMC academic staff in management activities related to funded projects
|                 | - Act as liaison between PEMC and Faculty services within the APM Hub as well as Research & Innovation
|                 | - Pro-actively manage diaries and work scheduling including arranging meetings, organising venues, facilities and hospitality
|                 | - Ensure liaison and regular communication with all partners is maintained from initial start-up and through delivery of the projects
|                 | - Liaise with end-users to ensure their requirements are met, particularly the PhD students involved in the PESEP DTC
|                 | - Provide advice and guidance on tools and processes, in particular RIS for proposal submission and monitoring
|                 | - Use knowledge of procurement policy to assist in the purchase of Non-Standard Equipment

| 20%             | Reporting and Monitoring
|                 | - Ensure all the necessary data is collected and reported in the format requested by all involved partners
|                 | - Implement the necessary processes to allow the above process to be coordinated efficiently and effectively
|                 | - Review and analyse both the quantitative and qualitative data
|                 | - Provide clear, detailed reports for project updates and meetings
|                 | - Develop sound communication channels with CDT PhD Students

| 20%             | Budget Management

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RPF Band B
- Coordinate necessary spends associated with the project whilst following University financial policies and procedures.
- Raise any financial concerns with line manager as appropriate
- Forecast and review spends regularly
- Work with PIs and the Finance Office to complete the financial reports as necessary for the project partners and funders.

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<th>4</th>
<th><strong>Marketing and Promotions</strong></th>
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<tbody>
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<td></td>
<td>• Work with the Research Group, Marketing Department and Global Engagement to implement and deliver communications and marketing plan for the project</td>
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<td>• Write regular case studies that detail and showcase the impact of the project</td>
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<td>Identify strategic opportunities for dissemination and promotion of project impact</td>
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<td>5</td>
<td><strong>Other</strong></td>
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<td>To undertake any other duties necessary for the provision of an efficient support service.</td>
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## Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | ▪ Excellent communication skills, both written and verbal.  
         ▪ Ability to plan, deliver and analyse an event.  
         ▪ Ability to work both independently and as part of a team.  
         ▪ Ability to establish and maintain effective working relationships with organisations and/or individuals.  
         ▪ Ability to meet deadlines and prioritise work effectively.  
         ▪ Ability to monitor and analyse complex data to produce quality reports.  
         ▪ • Confident computing skills including Microsoft Office and University management tools | ▪ Experience in report writing or written projects, with close attention to detail.  
         ▪ Ability to represent the University and PEMC group at research funder and project meetings  
         ▪ A good knowledge and excellent contacts in the Research Group’s topic area |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | ▪ Experience of working with a variety of partners and stakeholders.  
         ▪ Experience of planning and delivering knowledge based events.  
         ▪ Experience of Project Management in an Academic or equivalent environment.  
         ▪ Experience of managing budgets and providing accurate updates.  
         ▪ Experience of delivering/managing international and domestic high-scale, high impact events and conferences | ▪ Process creation and implementation, to deliver a task or project to a high standard  
         ▪ Experience working with electrical and electronic stakeholders and industrial partners |

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<tr>
<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>▪ Qualified to A Level standard or above with GCSE’s in English and Maths or equivalent</td>
<td>▪ A Project Management qualification or training</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people
Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.

Taking ownership
Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.

Forward thinking
Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.

Professional pride
Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.

Always inclusive
Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others