# Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Power Electronics, Machines &amp; Control (PEMC) Research Project Manager</th>
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<tbody>
<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 5</td>
</tr>
<tr>
<td>School/Department</td>
<td>Faculty of Engineering</td>
</tr>
<tr>
<td>Location</td>
<td>Jubilee Campus, PEMC</td>
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## Purpose of role

The purpose of this role is to support the key academics within the Power Electronics, Machines & Control (PEMC) group in the management of their research portfolio (excluding Aerospace), in close collaboration with the Technical team and Faculty support teams.

The role requires someone with exceptional professionalism, stakeholder management skills, communication skills, organisational ability, strategic and creative thinking, analytical and problem-solving skills who can demonstrate the ability to work effectively with a wide range of stakeholders.

This post will be offered as a one-year fixed-term secondment with the potential for an extension beyond the end date.

## Main responsibilities

<table>
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<th>% time per year</th>
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<tbody>
<tr>
<td><strong>Project Management and Operations</strong></td>
<td>30%</td>
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<tr>
<td>1</td>
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<tr>
<td><strong>Financial Management</strong></td>
<td>20%</td>
</tr>
<tr>
<td>2</td>
<td></td>
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<tr>
<td><strong>Long term strategic planning</strong></td>
<td>20%</td>
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<td>3</td>
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### Project Management and Operations

- To assist the PEMC Research Group Executive to develop policies, procedures and structures to ensure the smooth running of the Group.
- To support and organize management meetings with key Academic staff and the Technical team, including preparation of agendas, minutes and management of actions, to facilitate the efficient and effective running of the Research Group.
- To act as primary contact for all Group related to research projects (excluding Aerospace).
- To manage systems and communications to monitor project progress against objectives, identify and manage risks, and to prepare quarterly and annual reports.

### Financial Management

- To manage financial and contractual arrangements to ensure allocation of funds associated with projects awarded.
- To monitor finances, research income, margin and overheads in close collaboration with the faculty Business Operations team.

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RPF Band C
- To work with the Head of Research Group (HoRG) to develop strategy, plans and systems to ensure long term financial sustainability in line with the PEMC Strategic plan.
- To support the development of a pipeline of large-scale strategic bids for Research funding
- To manage the relationships with industrial and academic partners.
- To play a key part in identifying opportunities, bid writing, background research, preparing letters of support and relevant information associated with bids in close collaboration with the Engineering Research & Knowledge Exchange (ERKE) team

<table>
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<th>Marketing and Promotions</th>
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| 4 | Work with the Research Group, Marketing Department and Global Engagement to enhance the international profile of the Research Group  
Identify strategic funding opportunities and engage in networking activities to ensure good outcomes from project proposal applications. | 20% |

5. To undertake line management and any other duties necessary for the provision of an efficient support service. | 10% |
### Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | - Excellent written communication skills including the ability to prepare funding applications, reports, presentations and business cases.  
- Proven project management skills and ability to manage a number of different projects simultaneously.  
- Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines.  
- Proven analytical and problem solving capability.  
- Ability to motivate, negotiate and influence individuals and teams.  
- High degree of initiative, responsibility and self-motivation and a professional, creative and proactive approach to problem solving.  
- Ability to handle sensitive and confidential matters and manage conflicting perspectives effectively.  
- Strategic and creative thinking skills.  
- Excellent IT skills in a wide range of software packages. | - Understanding of research areas of relevance to PEMC including power electronics and electrical machines |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                         | - Experience of working in a strategic environment and contributing to the development and delivery of strategic plans.  
- Experience of identifying new and innovative ways of promoting research collaboration.  
- Experience of supporting the development and implementation of successful research funding proposals.  
- Demonstrable, extensive, proven experience of influencing, persuading and negotiating with senior members of staff in and across complex organizational structures.  
- Experience of developing a network of stakeholders and facilitating collaboration and communication. | - Experience of working within the HE environment to support multidisciplinary research and collaboration activities |
| Experience of producing high quality documentation, presentations and briefings.  
| Experience of management of projects, human resources, financial planning and budgetary responsibility |

| Qualifications, certification and training (relevant to role) | Honours Degree or equivalent | Project management qualification |

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 always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership  Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking  Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride  Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive  Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

- Line manager
- Role holder
- Key stakeholder relationships
  - PEMC Research Administrator
  - PEMC Group Members
  - Technical Team
  - Head of Research & Knowledge Exchange
  - PEMC Research Project Manager