



Job title	Deputy Manager: EPSRC Future Composites Manufacturing Research Hub	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Composites Research Group, Faculty of Engineering	Location	Jubilee Campus

Purpose of role

This role is to support the Manager of the EPSRC Future Composites Manufacturing Research Hub, which is hosted by the University of Nottingham. The Hub engages academics from across the UK with a broad range of industrial partners to deliver on the underpinning research agenda, to enable a step change in the production of polymer matrix composites.

The key function of the post is to assist with the day-to-day operations of the Hub. The Hub Deputy Manager will be responsible for supporting the management of the research programme, project reporting, financial management, developing the Hub brand through outreach events and providing leadership to the administrative and business development staff.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Research Programme Management</p> <ul style="list-style-type: none"> ▪ Contribute to the successful operational management of the Hub, working closely with the Hub Manager to ensure that research proposals are compliant with the grant conditions. ▪ Provide management to the individual research projects funded within the Hub to ensure the Hub's overall Key Performance Indicators (KPI) are met. ▪ Collate data on research outputs, trained personnel, impact and exploitation) and deliver reports to support Management Group and Advisory Board meetings, the annual review and any periodic reviews required by EPSRC. ▪ Organise Management Group, Advisory Board and other Committee meetings as required by the Hub Director and Deputy Directors. ▪ Organise annual review meetings and any periodic reviews required by EPSRC, including the mid-term review. ▪ Attend Management Group and Advisory Board meetings and prepare reports on progress for Feasibility Studies and Core Projects. 	50 %
2	<p>Financial Management</p> <ul style="list-style-type: none"> ▪ Prepare financial reports covering all Hub activities for presentation at quarterly Management Group meetings. ▪ Monitor the status and costs of fixed-term contracts. 	20 %

	<ul style="list-style-type: none"> ▪ Support Hub processes for allocation and delivery of Flexible Funding, including preparation of call documentation, liaison with applicants and administration of the review process. 	
3	<p>Outreach management</p> <ul style="list-style-type: none"> ▪ Organise outreach events, such as conferences and exhibitions, including organising the event programme and reviewing contributions. ▪ In conjunction with the Business Development Manager and Administrator, work with the Centre Director and Management Group to build the Hub brand and promote composites manufacturing as an underpinning technology and as an engineering career. ▪ Manage the design and content of the CIMComp.ac.uk website to provide support for intra-community communication (e.g. research papers, results, records of meetings) and a public-facing shop front for the Hub (e.g. news, events, funding opportunities). ▪ Liaise with appropriate media and other relevant organisations to publicise the work of the Hub and increase the public understanding of the role of composites manufacturing. 	20 %
4	<p>International networking</p> <ul style="list-style-type: none"> ▪ Support the establishment and development of research links with key research organisations around the world as part of the International Research Network in Composites Manufacturing. This includes facilitating international researcher exchanges and organising international missions. 	10 %

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven project management skills including technical specifications, finances, delivery plans and extensive progress reports. ▪ Excellent interpersonal skills, presentation and communication skills with a proven track record in team working. ▪ Excellent time management skills and proven ability to work to tight deadlines. ▪ Proficient user of Microsoft Word, Excel and Powerpoint. 	<ul style="list-style-type: none"> ▪ Experience of working with the media to publicise science/engineering research. ▪ Experience of website development/maintenance. ▪ Knowledge of University systems, such as Agresso Finance.
Knowledge and experience	<ul style="list-style-type: none"> ▪ Knowledge and understanding of academic culture. ▪ Experience of managing complex, multi-partner projects. ▪ Previous experience in delivering comprehensive project reports, project specifications and project proposals. ▪ Evidence of developing strategies and pitching ideas to customers and senior management. 	<ul style="list-style-type: none"> ▪ Experience of working in a research environment. ▪ Experience of managing multi-site academic research projects and/or research facilities. ▪ Experience of business engagement. ▪ Experience working with research funding bodies such as EPSRC, Innovate UK, BIS. ▪ Knowledge of composite materials and/or manufacturing.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level (or equivalent). 	<ul style="list-style-type: none"> ▪ A recognised project management qualification (Prince 2, ILM or equivalent).
Other	<ul style="list-style-type: none"> ▪ Flexible approach and be prepared to travel within the UK. ▪ Appreciation of other cultures and languages. 	



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

