



<b>Job title</b>	GCRF Project Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Faculty of Engineering	<b>Location</b>	University Park Campus

## Purpose of role

A project manager, with experience of working in a Higher Education environment, is required to lead on delivery of the GCRF-funded project focusing on developing electrified transport system in Indonesia. This partnership program between University of Nottingham, and the Indonesian embassy in London is aimed at building capacity of electric vehicle and electric aircraft in Indonesia.

The role holder will also provide administrative support to the UK-Indonesia Consortium for Interdisciplinary Science (<https://www.nottingham.ac.uk/news/new-uk-indonesian-research-consortium-launches-to-tackle-coronavirus-and-climate-change>) and interface regularly with high-level Indonesian policy makers. The role will assist with business engagement, governmental and industrial liaison, financial claims and audits connected to a portfolio of projects overseen by the UK-ICIS and will be based at Faculty of Engineering.

The role holder will act as the main point of contact and co-ordinator, both with partners and the funding administrator, and will be responsible for ensuring the coherence and GCRF compliance of all elements of the programme.

The ideal candidate will have the ability to communicate effectively with a variety of stakeholders and demonstrable influencing and coaching skills. They will also need to possess excellent analytical and problem-solving skills and be able to deliver a comprehensive range of solutions to stakeholders.

As well as managing all aspects of project delivery at the University of Nottingham, the role holder will lead on monitoring and reporting at the partnership level for the programme as a whole.

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	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Programme Management – reporting</b></p> <ul style="list-style-type: none"> <li>▪ Implement and maintain robust and comprehensive reporting systems to monitor progress for internal and external agencies; in particular ensure that the detailed monitoring requirement of the GCRF are fully met and provide progress briefings internally.</li> <li>▪ Ensure compliance with GCRF rules and regulations (e.g. regarding financial spend)</li> <li>▪ Prepare and submit claims to the UK and Indonesian project partners to access project funds</li> <li>▪ Act as point of contact between all project investigators</li> <li>▪ Oversee any external audits</li> <li>▪ Commission and oversee any external evaluation</li> </ul>	40%
2	<p><b>Programme Management – delivery</b></p> <ul style="list-style-type: none"> <li>▪ Set-up, attend and Chair (as required) programme management, governance and steering meetings</li> <li>▪ In conjunction with the Project Boards, develop and maintain the programme risk register and ensure actions are taken to address any perceived risks</li> </ul>	20%
3	<p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>▪ Meet programme element leads on a regular basis to support and monitor progress and ensure all elements are meeting their required outputs and spend forecasts throughout the course of the project.</li> <li>▪ Assist the programme lead to ensure the programme is delivered in a cost effective manner to the excellent standards, (i.e. to budget, to agreed timetables).</li> </ul>	15%
4	<p><b>Communication Management</b></p> <ul style="list-style-type: none"> <li>▪ Provide a point of co-ordination for UKICIS focused projects, both internal and external, ensuring that activities are coherent and maximize reach into Indonesian communities</li> <li>▪ Write press releases and work closely with Indonesian embassy in London and provide input for online dissemination of project outcomes</li> </ul>	15%
5	<ul style="list-style-type: none"> <li>▪ Any other duties appropriate to the grade and role.</li> </ul>	10%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Proven project management skills including delivery plans, financial reporting, progress reporting, and convening and chairing project groups</li> <li>▪ Excellent oral, written and presentation skills combined strong interpersonal skills and the ability to engage with and influence contacts at all levels, both internally and externally</li> <li>▪ Excellent time management and proven ability to work to tight deadlines</li> <li>▪ High enthusiasm, and great oral/writing and presentation skills</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of academic culture</li> <li>▪ Knowledge of UK research structures, organisations and funding sources</li> <li>▪ Knowledge of Science Diplomacy, and experience in working with foreign governmental agencies</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of managing and controlling budgets in the context of a project or programme, together with a clear understanding of financial management procedures and funding agency reporting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of research and business-facing activities within HEI's</li> <li>▪ Experience of engaging with key stakeholders (funding agencies, policy makers, industries, and academics etc.) and working with the aerospace industry</li> <li>▪ Experience of developing and preparing research proposals</li> <li>▪ Experience of creating newsworthy articles</li> </ul>
<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or substantial experience in a relevant role</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant postgraduate qualification</li> </ul>



The University 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.

## 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

