## Purpose of role

The purpose of the role is to coordinate the EPSRC-funded Network “Integrating data-driven BIOphysical models into REspiratory MEdicine” (BIOREME). This includes organisation of planned project activities, liaison with project partners, coordination of internal funding calls, referee processes and distribution of awards, maintenance and development of partnerships with industry and other end-users, outreach and engagement with the wider public, and project management to support the Principal Investigator.

## Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

| % time per year | 1 | Support the Principal Investigator by managing the project  
▪ Effective day-to-day running of the project  
▪ Managing budget allocations between multiple Universities, Schools and departments and ensuring appropriate use of funding  
▪ Design and implement appropriate mechanisms to manage funding calls, partnerships and project activities | 30% |
|---|---|---|
| 2 | Organise stakeholder events, workshops, sandpits, study groups and other activities funded by the grant  
▪ To include arranging venue, catering, arranging materials, liaising with participants and speakers, and promoting the activities  
▪ Organise regular webinars | 30% |
| 3 | Coordinate calls for internal research awards  
▪ Design and produce funding call documentation for annual fellowships and pilot-funding projects  
▪ Support Network members in developing collaborative teams and grant proposals  
▪ Manage budgets and allocate funds as required to Schools and departments  
▪ Liaise as necessary with RGS, BEIS, finance and other University departments to establish clear mechanisms to make awards | 10% |
<p>| 4 | Promote the project both within and outside the University/BIOREME | 10% |</p>
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<th><strong>5</strong></th>
<th><strong>Ensure effective communication between involved parties within the Network</strong></th>
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<td>Ensure efficient communication between members of the Steering Committee and International Advisory Board, to include arranging meetings, taking minutes, etc.</td>
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<td>Act as the central point of contact, both internally and externally for queries relating to the project</td>
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<th><strong>Maintain and develop partnerships with end-users and industry</strong></th>
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<td>Ensure effective communication with partners</td>
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<td>Work with partners to develop collaborations and encourage input into further BIOREME activities</td>
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<td>Approach potential new partners with a view to collaboration</td>
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# Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills**                | ▪ Excellent organisational skills.  
▪ Excellent communication and interpersonal skills.  
▪ Negotiation skills, particularly in a business environment.  
▪ Excellent IT skills to include MS Office.  
▪ Ability to maintain confidentiality.  
▪ Ability to identify key points from complex or large amounts of information, | ▪ Website development                          |
|                           | ▪ Project management experience and/or similar proven track record of managing own work/team.  
▪ Experience of two or more of  
  o budget allocation  
  o event planning  
  o supporting grant/proposal writing  
  o project promotion  
  o developing partnerships/collaborations | ▪ Marketing experience.  
▪ Research and business development experience, particularly in a higher education setting.  
▪ Awareness of the challenges faced in a higher education environment, and an understanding of the key working relationships across a University. |
|                           | ▪ Problem solving skills, conflict resolution.  
▪ Experience of making decisions independently.  
▪ Networking, actively engaging with and valuing other areas and diverse groups. |                                               |
| **Knowledge and experience** | ▪ Educated to degree (2:1 or higher) level or equivalent.  
   **And/Or**  
   ▪ Track record of relevant professional experience, e.g. in project management. | ▪ Higher degree (e.g. PhD), qualification in mathematics/mathematical biology or similar quantitative subject.  
   ▪ 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 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