## Purpose of role

The purpose of the role is to provide administrative leadership, management and specialist input for the delivery, development and optimisation for a diverse portfolio of complex multi-partner projects that fall within the remit of the School of Chemistry’s Business Partnership Unit (BPU). This includes the Chemistry Innovation Laboratory (CIL) project as part of the ERDF funded (£4.6M) DR&I programme which focuses on SME engagement.

The role holder will develop and manage SME engagement activities and, together with the Professor of Practice (Business and Innovation), develop and implement relevant strategic plans linking in aspects of CIL with other externally funded activities to ensure long term sustainability of this project.

The role will oversee reporting and budgets with a key objective of ensuring that CIL meets its targets and complies with ERDF requirements. Key requirements of the role are; the development of knowledge exchange activities, managing project staff and business engagement, as well as, carrying out market research and business intelligence and supporting the development and delivery of an effective marketing and communication plan.

### Main responsibilities

| % time per year | 40 % |

#### Project Management. To lead the successful strategic and operational management of CIL and other projects. In particular, the role-holder will be expected to:

1. Co-ordinate the management and delivery of business engagement projects and activities in collaboration with the School and appropriate units and staff within the University.
2. Lead the recruiting of personnel and oversee staffing changes as necessary.
3. Liaise with external organisations (e.g. SMEs), funding bodies (e.g. DLUHC) and other collaborators in order to ensure that project and activities are progressed effectively to the objectives and timelines set.
(d) Undertake detailed project planning ensuring that these feed into the broader operational plans for the BPU/School and ensure that all relevant reports are written and submitted by due dates.

(e) Be a key member of project management committees (e.g. for CIL and DR&I programme) providing specialist input, advice and support and engaging with a wide variety of stakeholders.

(f) Source analyse and interpret information, prepare documentation and draft policy documents as appropriate.

(g) Liaise with researchers, academic/technical and APM staff and industrial partners and establish and manage information systems to monitor project progress against performance indicators.

(h) Act as a key member of the Business Partnership Unit, working with academic colleagues and other BPU staff to develop, operationalise, implement and monitor policy and contribute towards the shaping of the strategic direction of the BPU and its portfolio of current and future projects. Provide advice and guidance to BPU colleagues supporting their development and that of the team as a whole.

(i) Ensure awareness of and interpret policy, legislation, regulations and national codes of practice in relation to activity being undertaken within projects and advise on the implications of non-compliance, responding to and applying any necessary changes.

Project Funding. To assist with identifying new funding streams and commercial opportunities both within, and beyond the CIL project. In collaboration with other University staff the role-holder will be expected to;

(a) Bring these funding sources / opportunities to fruition by working with high level industry contacts and local, national and international government agencies.

(b) Aid the CIL and BPU teams to deliver proposals which fit against the objectives and prerequisites set by these funding bodies, including resourcing for the projects.

(c) Identify and develop opportunities for knowledge exchange and Impact

(d) Develop and deliver a prioritisation process for these identified opportunities to rank them in order of attractiveness. Apply this system to define the allocation of resources to the identified programmes.

Day-to-day Management. To manage all aspects of the day-to-day operation of designated project/s (e.g. CIL), their finances, personnel, marketing and development.

(a) Arrange regular Team meetings, maintain records and control financial aspects of the project.

(b) Agree and monitor project budgets and prepare statements and projections as necessary. Authorise purchase orders to £5,000 and oversee procurement activities ensuring that they comply with internal and external (e.g. ERDF) requirements.

(c) Take a leading role in arranging conferences, meetings, seminars, and workshops locally and at external venues.

(d) Communicate project progress and outcomes through supporting the writing and presenting of reports by the programme teams. Regularly reporting progress to the project/programme Management Committees.
| 4 | Any other duties appropriate to the role and level | 10 % |
## Person specification

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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td></td>
<td>Operational management, strategic and business planning skills.</td>
<td>Knowledge of KE and Impact activities within academia.</td>
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<td>Wide practical knowledge of project management methods, tools and techniques.</td>
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<td>Awareness of the Higher Education sector, university decision making, structures and procedures.</td>
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<td>Exceptional interpersonal skills and management ability</td>
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<td>Advanced analytical and problem solving skills.</td>
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<td>Ability to communicate effectively with staff at all levels and to work effectively and collaboratively with academic, industrial and administrative colleagues.</td>
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<td>Ability to motivate, negotiate and influence both individuals and teams and to run meetings efficiently.</td>
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<td>Ability to handle sensitive and confidential issues and manage conflict effectively.</td>
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<td>High degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem solving.</td>
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<td>Ability to define priorities and work flexibly and effectively under pressure to meet demanding (and sometimes conflicting) deadlines. Financial awareness and financial management skills.</td>
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<td>Sound understanding of the relevant professional, legal and regulatory requirements of own field of work.</td>
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<td>Excellent IT skills.</td>
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| Knowledge and experience | Significant and extended experience of working in the HE sector, demonstrating expertise in the management of projects, people and resources.  
Detailed knowledge of research funding mechanisms and opportunities at national and international level.  
Appropriate experience in management in a relevant industry or in academia.  
Experience of project management, financial resourcing and budgetary control within HE related projects.  
Experience of working with and influencing senior professionals from government, academia and industry.  
Experience of setting-up, coordinating and undertaking University-SME engagement projects  
Experience of designing and developing chemistry focussed projects with SMEs  
Considerable understanding / experience of the process by which novel technologies are protected, evaluated and developed into realisable commercial opportunities and of working with industry  
Experience of managing ERDF funded projects | Substantial experience in a project management role. |
| Qualifications, certification and training (relevant to role) | PhD, or equivalent, in Chemistry or related discipline. |
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 workforce 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