## Purpose of role

The post-holder will play a key role supporting the co-ordination, facilitation and delivery of several programmes and projects designed to meet the strategic aims of Research Operations within Research and Innovation (R&I). This programme of work includes process and continuous improvement projects, the development of risk frameworks and assurance and the enhancement of our business management systems including resource planning, reporting and monitoring. In addition, the post holder will support a range of initiatives designed to improve the researcher experience and overall research performance as outlined in the university's Research Strategic Delivery Plan.

The role holder will report to the Research Quality Systems manager, within the Research Systems and Business Improvement team, and will work across all functional groups within Research Operations, ensuring effective delivery of the priorities outlined in the R&I Business Plan. The role holder will have excellent interpersonal skills and be able to develop and foster effective partnership working across Research Operations, other R&I teams as well as business units across the University.

### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<th><strong>Programme/Project Management</strong></th>
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<td>▪ Develop and tailor project management approaches to each activity, informed by UoN frameworks, best practice and the needs of the specific initiative.</td>
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<td>▪ Manage projects and associated work, leading activities as required and embedding an approach that supports equality, diversity and inclusion within all aspects of project activity.</td>
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<td>▪ Develop high quality project documentation which articulates the purpose, scope, objectives, benefits and dependencies of the project.</td>
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<th><strong>Planning and Reporting</strong></th>
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<td>▪ Own the development of project plans, to include project scope, goals, deliverables, key stakeholders and success criteria.</td>
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<td>▪ Develop project documentation, including milestone and operational project plans.</td>
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<td>▪ Analyse and interpret data so that they can be included in management reports as necessary.</td>
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| 1 | Ensure that the critical path and dependencies for projects are articulated and key go/no go points are highlighted.  
  Produce high quality project reports and dashboard which enable efficient decision making and issue resolution. |  |
| 2 | Risk and Issue Management  
  - Identify project risks and issues and manage dependencies.  
  - Maintaining the project /programme risk and issue logs. Monitoring the delivery of actions and mitigations.  
  - Report progress to, and take advice from, the appropriate stakeholders at regular intervals. | 10% |
| 3 | Change, communications and stakeholder engagement  
  - Draft project messages and communications, identifying appropriate channels to communicate.  
  - Work closely with R&I's communication and engagement team to identify change management and stakeholder engagement requirements and ensure these are worked into project plans.  
  - Communicate and build working relationships with key contacts within the University i.e., Schools/Faculties, External Relations, Finance Executive Office, to support the smooth running of the department.  
  - Contribute to the development of high quality customer support and continual service improvement across the team. | 20% |
| 4 | Governance and Assurance  
  - Ensure that appropriate project governance arrangements are put in place and complied with across the programme of activity.  
  - Prepare for Project review meetings agreeing/drafting agendas and papers, reviewing minutes and actions.  
  - Lead on the co-ordination and preparation for project gateway reviews, ensuring they take place in a timely manner and evidence and documentation is fit for purpose.  
  - Contribute to the development of high quality customer support and continual service improvement across the team. | 20% |
| 5 | Contributing to broader team and departmental objectives  
  - Work closely with other R&I teams to keep abreast of changes to the landscape which may influence and inform future direction and delivery of the research strategic delivery plan.  
  - To actively support the R&I Culture & People Plan and R&I's responsibilities in relation to EDI.  
  - Any other duties as required to support the delivery of the Research Operation’s business priorities. | 10% |
## Person specification

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<th>Essential</th>
<th>Desirable</th>
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| **Skills**             | ▪ Strong interpersonal skills, including the ability to engage, encourage and negotiate with colleagues and wider stakeholders  
▪ Proven analytical and problem-solving skills, with an ability to take decisions and think creatively 
▪ Good at tackling problems and coming up with viable solutions  
▪ Excellent organisational skills with the ability to prioritise workloads and demonstrate flexibility while working on multiple concurrent projects or activities  
▪ Ability to work on own initiative in a proactive and driven manner 
▪ Excellent computing skills including Microsoft Office, particularly Word and Excel | ▪ Change management skills |
| **Knowledge and experience** | ▪ Demonstratable understanding and application of project management principles and processes  
▪ Experience of working in a large organisation 
▪ Experience of working as part of a project team 
▪ Experience of using project management tools e.g., MS Project  
▪ Experience of delivering in a project management role with an understanding of:  
  ▪ budget and financial management 
  ▪ planning 
  ▪ analysing and interpreting data 
  ▪ risk and issue management 
  ▪ governance and decision making structures  
  ▪ rolling out change or new ways of working | ▪ Experience of working in a senior administrative, or management role in a HE institution  
▪ Experience of working within a formal project management methodology or framework. |
| **Qualifications, certification and training (relevant to role)** | ▪ Degree or equivalent level of experience gained in the work environment | ▪ A foundation level qualification in Project OR Programme Management (such as PRINCE2, AMP or MSP) |

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

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Line manager
  Research Quality Systems Manager

Role holder
  R&I Project Officer

Key stakeholder relationships
  Research Ops teams
  Other R&I Directorates
  Schools & Faculties
  Other PS Units
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