



Job title	Project Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Mathematical Sciences	Location	University Park Campus

Purpose of role

The purpose of the role is to coordinate the STFC-funded Network “Quantum Simulators for Fundamental Physics” (QSimFP). This includes organisation of planned project activities, liaison with project partners and development of partnership with Lakeside Arts, 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 <ul style="list-style-type: none"> ▪ Effective day-to-day running of the project ▪ Design and implement appropriate mechanisms to partnerships and project activities and engagement activities ▪ Liaise with project partners at other Research Organizations 	30%
2	Organise stakeholder events, workshops, sandpits, study groups and other activities funded by the grant <ul style="list-style-type: none"> ▪ To include arranging venue, catering, arranging materials, liaising with participants and speakers, and promoting the activities ▪ Organize regular seminar series 	40%
3	Promote the network activities within and outside the University <ul style="list-style-type: none"> ▪ Arrange the design and production of a promotion campaign/network launch event ▪ Maintain/update a dedicated website and maintain a social media presence ▪ Organise promotional materials and a regular newsletter ▪ Carry out surveys and questionnaires for feedback on events ▪ Liaise as necessary with Widening Participation organisations within and outside the University to organise outreach and public engagement activities 	10%
	Budget Management and Liasion <ul style="list-style-type: none"> ▪ Support Network members in developing collaborative teams and grant proposals ▪ Manage budgets for the project. 	10%

	<ul style="list-style-type: none"> ▪ Liaise as necessary with Nottingham ARTlab, VIP Studio and Lakeside Arts. 	
4	<p>Maintain and develop partnerships</p> <ul style="list-style-type: none"> ▪ Ensure effective communication with partners from ARTlab Nottingham, Lakeside Arts and VIP Studio Nottingham ▪ Work with partners to develop collaborations and engagement activities ▪ Approach potential new partners with a view to collaboration 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ 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 and present to stakeholders 	<ul style="list-style-type: none"> ▪ Website development
Knowledge and experience	<ul style="list-style-type: none"> ▪ Project management experience and/or similar proven track record of managing own work/team. ▪ Experience of two or more of <ul style="list-style-type: none"> ○ budget allocation ○ event planning ○ supporting grant/proposal writing ○ project promotion ○ developing partnerships/collaborations ▪ Problem solving skills, conflict resolution. ▪ Experience of making decisions independently. ▪ Networking, actively engaging with and valuing other areas and diverse groups. 	<ul style="list-style-type: none"> ▪ Marketing experience. ▪ Research and business development experience, particularly in a higher education setting.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Track record of relevant professional experience, e.g. in project management. 	<ul style="list-style-type: none"> ▪ Educated to degree (2:1 or higher) level or equivalent. ▪ 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

