

## Candidate Brief

# Project Manager

**Reference:** R180107

**Salary:** Grade 7, £25,728 to £30,688 per annum (pro-rata) exceptionally to £33,518

**Contract Type:** Fixed Term (until 30 April 2021)

**Basis:** Part Time (0.4 FTE)

**Closing Date:** 23.59 hours BST on Thursday 12 April 2018

**Interview Date:** To be confirmed

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DIFFERENT  
DISTINCTIVE  
ASTON



## **Job description**

### **Job Purpose:**

Reporting to Dr Alan Goddard (MeMBrane Project Co-ordinator), this role will provide project management for the delivery of the ERA CoBioTech funded MeMBrane project. This is a network of 7 partners and 2 subcontractors across Europe focussed on mitigating toxicity in industrial biotechnology processes.

The post holder will be responsible for providing project management to the MeMBrane project in consultation with Dr Goddard, assisting the project partners, maintaining the project records and web site, reporting to funders, organising meetings and events and providing general support to the Project Co-ordinator Dr Goddard.

### **Main Duties/Responsibilities:**

- ▶ Assist the MeMBrane Project Co-ordinator to ensure the smooth day-to-day running of the project in all administrative and financial aspects.
- ▶ Maintain day-to-day communication with project partners and act as a primary port-of-call for all administrative queries relating to the project.
- ▶ Be fully cognisant of stakeholder's rules and regulations and assist project partners in compliance.
- ▶ Liaise with stakeholders to ensure project reporting requirements are met in a timely fashion.
- ▶ Liaise with project partners to ensure deliverables are produced and internally reviewed in a timely fashion.
- ▶ Liaise with stakeholder and project partners when payments are made to the consortium and liaise with the Aston Finance Department to effect the distribution of funds according to agreed formulae.
- ▶ Monitor project spend at Aston University by collating spending details, create and maintain spreadsheets detailing budget spend and correlate these with the official data produced at Aston Finance Department to ensure compliance with funding regulations.
- ▶ Create and develop templates for all statutory reporting documents.
- ▶ Assist the coordinator in producing Aston's contribution to the project report documents and scientific publications to ensure timely submission via appropriate channels.
- ▶ Ensure appropriate maintenance of the project web site and ensure the content is current and valid. Upload documents to website as they become available.
- ▶ Work with individual researchers and groups of researchers to enable them to engage with the project effectively.
- ▶ Ensure appropriate maintenance of the project web site and ensure the content is current and valid. Upload documents to website as they become available.
- ▶ Assist with the organisation of project meetings, take minutes, collate project presentations and circulate these.
- ▶ Arrange travel and hotel bookings for project members and visitors.
- ▶ Collate information on publication and patents.
- ▶ Provide other project support to Dr Goddard as appropriate.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

|                                     | Essential  | Method of assessment                         |
|-------------------------------------|--|--|
| <b>Education and qualifications</b> | First Degree or equivalent.  | Application form                             |
| <b>Experience</b>                   | Proven expertise of managing complex projects.<br><br>Experience of supporting large projects and reporting.<br><br>Experience of working in the HE sector.<br><br>Experience of working with International partners.  | Application form, interview and presentation |
| <b>Aptitude and skills</b>          | Proven ability to multitask effectively and meet demanding deadlines.<br><br>Proven ability to work as part of a team.<br><br>Proven ability to act independently and use own initiative.<br><br>Ability to maintain a high level of accuracy and concentration.<br><br>Flexibility and adaptability.<br><br>Excellent organisational and administration skills.<br><br>Good interpersonal and communication skills.<br><br>Ability to collate information from diverse sources and compile reports.<br><br>Ability to work with confidential material and to maintain high standards of discretion. | Interview and presentation                   |
| <b>Other</b>                        | Willingness to travel abroad.  | Interview                                    |
|                                     | Desirable  | Method of assessment                         |
| <b>Education and qualifications</b> | Project management qualification.  | Application form                             |
| <b>Experience</b>                   | Servicing meetings.<br><br>Managing complex finances.<br><br>Website & social media management.  | Application form, interview and presentation |
| <b>Aptitude and skills</b>          | An understanding of the holistic research environment in academic research.  | Interview and presentation                   |

## How to apply

You can apply for this role online via our website [www.aston.ac.uk/jobs](http://www.aston.ac.uk/jobs). Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact Information

### Enquiries about the vacancy:

Name: Dr Alan Goddard

Job Title: Lecturer in Biological & Biomedical Science

Tel: 0121 204 3178

Email: [a.goddard@aston.ac.uk](mailto:a.goddard@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.

## Additional Information

Visit our website [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr) for full details of our salary scales and benefits Aston University staff enjoy

**Salary Scales:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/salary-scales/>

**Benefits:** <http://www.aston.ac.uk/staff/hr/payroll-pensions-and-benefits/>

**Working in Birmingham:** <http://www.aston.ac.uk/birmingham/city-living/>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** Candidates who are not citizens of the United Kingdom, or another EEA member country, should check their eligibility to enter or remain the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form.

**Data Protection Act 1998:** Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name



Full details of our terms and conditions of service and associated policies and procedures are available online at [www.aston.ac.uk/hr](http://www.aston.ac.uk/hr)