

Candidate Brief

Research Project Manager

Reference: R190149

Salary: £33,199 - £39,609

Contract Type: Fixed term [28
months]

Basis: Full time

Closing Date: 23.59 hours BST on
Saturday 27 April 2019

Interview Date: To be confirmed

EXCELLENT
DIFFERENT
DISTINCTIVE
ASTON



Job description

Job Purpose:

Full time but substantial part time will be considered

Main Duties/Responsibilities:

An excellent opportunity has arisen for a highly motivated individual to support the research activities of the Bioenergy Research Group in the execution of its EC Research Contracts. Responsibilities will be varied and include supporting the BioEnergy Research Group in developing its research, coordinating the group's activities on 3 European funded research projects. In particular this includes managing the promotion and dissemination activities for these projects, overseeing production of newsletters and maintenance of websites for each of the projects, assisting with the financial management of the group, and organisation of meetings in the UK and Europe.

Highly developed communication and interpersonal skills are essential in this customer facing role where you will be dealing with a wide range of internal and external enquiries from around the world. This challenging but exciting role will require a high level of organisational skills and initiative and ability to prioritise a varied work load. Educated to at least A-level standard or equivalent and preferably with a degree, you will have previous relevant experience in a research project administrative role. A good level of computer literacy with proficiency in standard office packages and expertise with spreadsheets and databases is also essential; and proficiency in Microsoft Publisher or similar software would be advantageous. The ability to co-ordinate a wide range of activities and to communicate effectively when dealing with a wide range of contacts from around the world is also essential. A willingness to travel round Europe would be beneficial.

Enquiries may be made of Professor Tony Bridgwater 0121 204 3381, a.v.bridgwater@aston.ac.uk

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

- Experience of managing and coordinating collaborative research projects
- Proven experience of promotion and dissemination in physical and electronic formats
- Experience of working in an office environment and in an academic environment is desirable
- Experience of project reporting and financial management
- Experience of supervising staff

Role and Responsibilities:

- Support the operation and development of the bioenergy research group with regard to fulfilling its responsibilities to the European Projects
- Support the Director of BERG in operation of current research projects and winning new projects including the activities of three current EU research projects promotion and dissemination requirements.
- Support BERG's general office administration as required.

Essential Skills

- Excellent written communication and proofreading skills
- Strong, self-motivated work ethic

- Good organisational and time management skills
- Ability to work under direction to meet the needs of projects.
- Confidence in use of all Microsoft Office packages.

Person specification

	Essential	Method of assessment
Education and qualifications	Educated to degree standard	Application form
Experience	<p>Excellent written communication and proofreading skills</p> <p>Strong, self-motivated work ethic</p> <p>Good organisational and time management skills</p> <p>Ability to manage own workload to meet the needs of projects.</p> <p>Ability to supervise administrator</p> <p>Confidence in use of all Microsoft Office packages.</p>	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> ▶ Newsletters ▶ Websites ▶ Flyers ▶ Press releases ▶ Organising meetings ▶ Analysis of work progress ▶ Presentations 	Interview and presentation

	Desirable	Method of assessment
Education and qualifications	Degree is desirable	Interview and presentation
Experience	<p>Experience of working in an office environment</p> <p>Experience of working in an academic environment</p> <p>Experience of updating websites and dealing with security breaches. Experience of WordPress</p> <p>Experience of producing newsletters, brochures and posters</p>	Application form, interview and presentation
Aptitude and skills	<p>Excellent communication skills with a good command of the English language as well as the ability to communicate scientific information in a more accessible way to non-specialists.</p> <p>Experience of working with partners from across Europe</p>	Interview and presentation

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/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.

Contact Information

Enquiries about the vacancy:

Name: Prof Tony Bridgwater

Job Title: EBRI Technical Director

Tel: 0121 204 3381

Email: a.v.bridgwater@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary Scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-pensions-and-benefits/salary-scales>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/payroll-pensions-and-benefits>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

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 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.

Data Protection Act 1998: Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR. The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. 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.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff/hr>



