



OPPORTUNITY

Project Manager

Reference: R210498

Salary: £34,304 per annum, Grade 8

Contract Type: Fixed term until 30 June 2023

Basis: Full Time

Job description

Aston University has been part funded by the European Regional Development Fund (ERDF) to support the delivery of a project called: “Repowering the creation and extension of UK-centric supply chains” in the Marches and in the Greater Peterborough Greater Cambridgeshire (GCGP) LEP. The project will help companies in the food and associated manufacturing sectors to map, assess and improve the capabilities of their supply chains with the view to grow and to maximise UK content. The project will provide a combination of short and long-term collaborations with University academics to assist small and medium enterprises to address growth challenges that can be resolved by improving supply chain capabilities. The project will work closely with selected companies and, blended academic teams will work with company managers to address the challenges in their supply chains in order to assist companies to grow.

Job Purpose:

The Aston team Project Manager will be responsible for the day-to-day management and the overall implementation and reporting of the project. This is a complex role as there is a need to have the overall responsibility of the activities of a team of academics at Aston as well as two Business Development Managers and a Project Coordinator. The Project Manager needs also to be involved in assisting and collaborating with the targeted SMEs. Effective project management is crucial, as funding will need to be returned to the Department for Communities and Local Government if outputs are not achieved.

Main duties and responsibilities

- ▶ To develop detailed action plans for the Aston team.
- ▶ To confirm the eligibility criteria of SMEs.
- ▶ To set up ERDF compliant administration systems, ensuring partner ERDF systems are fit for purpose.
- ▶ To oversee operational delivery of the whole programme including business engagement, putting together blended academic teams to work with businesses, managing risks/issues.
- ▶ To report to the Project Director and to respond in a timely manner to any requests from them.
- ▶ To maintain links with the Marches and in Greater Peterborough Greater Cambridgeshire (GCGP) LEPs and the respective Growth Hubs to report progress.
- ▶ To work with the Project's Business Development Managers on engaging eligible SMEs into the project.
- ▶ To work with the Aston University Finance Department in order to develop quarterly claim forms.
- ▶ To help with finalising contractual arrangements with the Business Development Managers and the Project Coordinator.
- ▶ To prepare all required reports and materials for the audit(s).
- ▶ To prepare time sheets for all members of the Aston project team reporting to the leader of the Aston project team, facilitating regular team meetings.
- ▶ To represent Aston project team as required at project events.

Citizenship

- ▶ To provide careers support, pastoral care and advice, guidance and feedback to students in accordance with the College's requirements and procedures.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

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
Education and qualifications	Educated to first grade degree level or have equivalent experience / qualifications.	Application form
Experience	Project management and administration experience.	Application form, interview and presentation
Aptitude and skills	<p>Excellent verbal and written communication abilities.</p> <p>Well-developed analytical, organisational and IT skills.</p> <p>Well-developed interpersonal and teamworking skills.</p> <p>Ability to work under pressure to meet tight deadlines.</p> <p>Time management skills and ability to plan.</p> <p>Use judgement to make good decisions in complex situations.</p> <p>Ability to work flexibly and use initiative.</p> <p>Tenacity and resilience.</p> <p>Excellent IT skills including Microsoft Office.</p>	Application form, interview and presentation

	Desirable	Method of assessment
Education and qualifications	MSc or MBA or any other qualifications relating to any aspects of the role.	Application form

	Desirable	Method of assessment
Experience	<p>Previously supported an ERDF or other externally funded project.</p> <p>Experience in working with SMEs.</p> <p>Experience or knowledge of purchasing and procurement processes.</p> <p>Customer-orientated approach.</p> <p>Organising events/workshops.</p> <p>Previous knowledge or understanding of the Higher Education sector.</p>	Application form, interview and presentation
Aptitude and skills	<p>Prior exposure relating to the objectives of the project (e.g. supply chain capabilities development).</p> <p>Ability to prepare written communications to a high standard.</p>	Application form, interview and presentation

How to apply

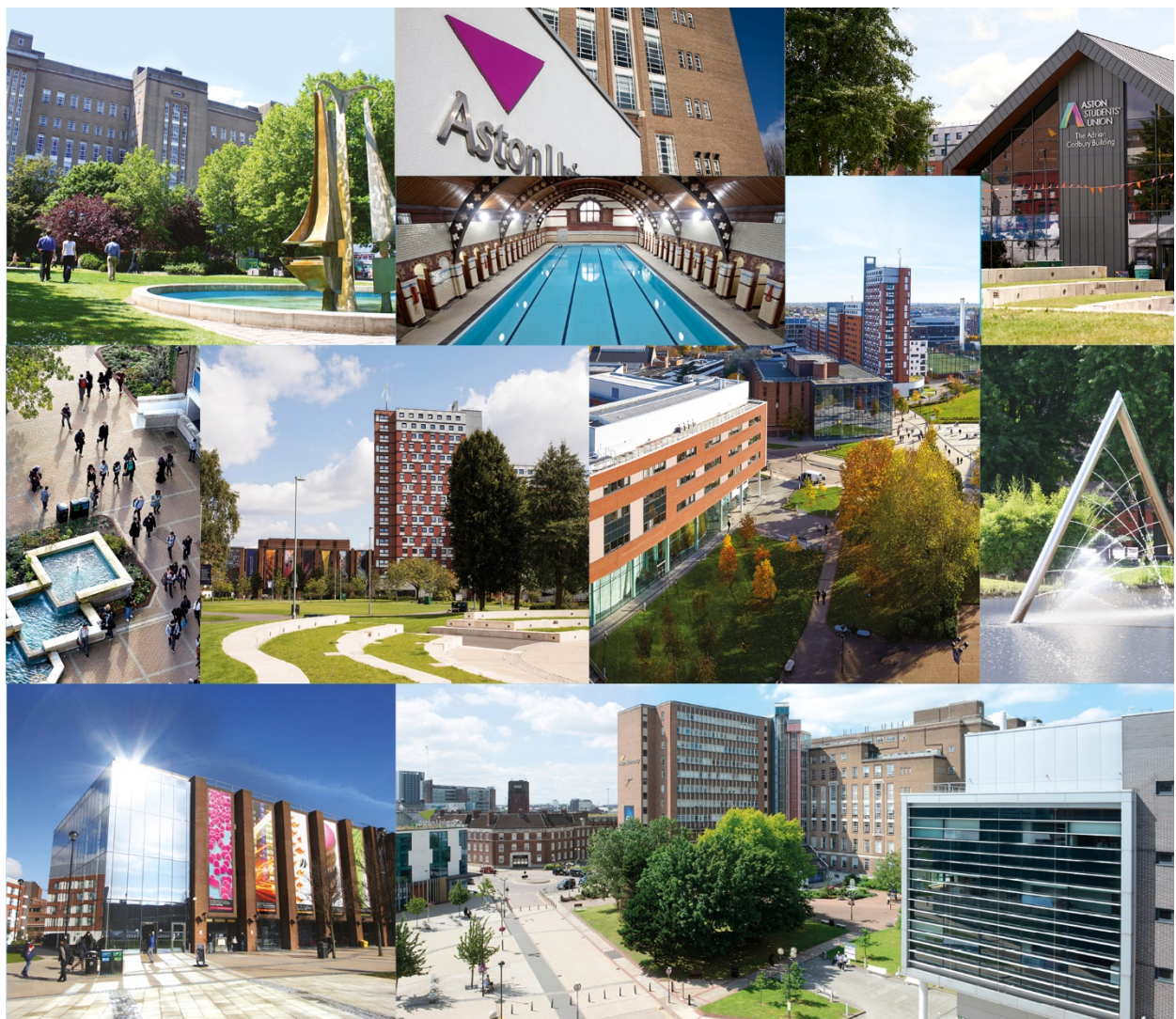
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

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 jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Dr Aristides Matopoulos
Job Title: Interim Head, Department of Engineering Systems & Supply Chain Management
Tel: 0121 204 3595
Email: a.matopoulos@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

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

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/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-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

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:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in 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 requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

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: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("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-public/hr/policies>

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gets real.**