



IMPACT

Project Manager

Reference: R220489

Salary: £35,333 to £42,155, per annum. Grade 8, depending on experience

Contract Type: Fixed Term until 31 March 2023

Basis: Full-time

Job description

Job Purpose:

This role will provide operational management for the delivery of the EPSRC UKMSN+ (UK Manufacturing Symbiosis NetworkPlus), which is aimed at developing UK manufacturing capabilities for the circular economy. Reporting to Dr Luciano Batista (Principal Investigator), the Project Manager will have responsibility for ensuring that the activities of the UKMSN+ network are delivered on schedule, to agreed quality standards and within budget. The role involves day-to-day delivery of operational aspects of the project, including clerical support for the planning, monitoring, processing and reporting of meetings, workshops, travel arrangements, expenses claim and networking communications.

Main duties and responsibilities

- ▶ Promote the UKMSN+ network through marketing events, create, support and update of the UKMSN+ website on an ongoing basis.
- ▶ Oversee operational delivery of the project, including business engagement, assistance to beneficiaries, approval and processing of forms, delivery of workshops, risks/issues.
- ▶ Confirm the eligibility criteria of beneficiaries.
- ▶ Maintain links with the UKMSN stakeholders and beneficiaries.
- ▶ Manage relationships, referral arrangements and information sharing with the UKMSN+ network members and other relevant EPSRC NetworkPlus programmes.
- ▶ Represent the interests of the project via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.
- ▶ Arrange meetings of the project management Steering Committee (SC) and Advisory Board (AB) groups, collating information prior to each meeting, as well as taking/circulating minutes of meetings highlighting action points needed to ensure that follow up tasks are completed.
- ▶ Monitor project progress and delivery of planned outcomes against established milestones.
- ▶ Support the Principal Investigator in managing network communications and relationships.
- ▶ Maintain communications with the network stakeholders and act as a primary port-of-call for all administrative queries concerning the project.
- ▶ Be fully cognisant of stakeholder's rules and regulations, and assist compliance of these.
- ▶ Liaise with external partners and beneficiaries to ensure that deliverables are produced in a timely fashion.
- ▶ Liaise with the Aston Finance Department to produce official management accounts in compliance with the terms set in the EPSRC grant agreement.
- ▶ Monitor and control project budget spending according to the overall finance plan for the project.
- ▶ Liaising with Finance Departments of project partners to produce management accounts in compliance with the terms and regulations set by the UKMSN+ project agreement document.

- ▶ Liaise with the Aston RKE (Research and Knowledge Exchange) team to ensure appropriate confidentiality and IP protection agreements are in place.
- ▶ Create and develop templates for all statutory UKMSN+ project reports.
- ▶ Assist the Principal Investigator in producing Aston's internal and external project report documents.
- ▶ Arrange travel and hotel bookings when necessary for project events and meetings.
- ▶ Collate information on publications and patents.
- ▶ Provide other support to the Principal Investigator 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
Education and qualifications	An academic degree in a relevant subject	Application form
Experience	<p>Experience in project management either in an industrial or academic environment</p> <p>Experience in arranging meetings and minute taking</p> <p>Experience in report writing and presenting data</p>	Application form and interview
Aptitude and skills	<p>Ability to work effectively in a team and with project partners</p> <p>Ability to contribute to the planning and management of projects</p> <p>Ability to deliver project objectives, deliverables and milestones in a timely manner</p> <p>Excellent verbal and written communication skills with the ability to liaise with partners</p> <p>Proficient IT skills working, including use of Word, Excel, PowerPoint and other software packages</p>	Interview

	Desirable	Method of assessment
Education and qualifications	Undergraduate or Post graduate degree in Management or wider relevant areas such as psychology, public policy, geography, etc.	Application form

	Desirable	Method of assessment
Experience	<p>Experience of working in the manufacturing industry</p> <p>Experience of working in marketing related activities</p>	Application form and interview
Aptitude and skills	Experience of working with social media channels such as LinkedIn, Twitter, Facebook, etc.	Interview

How to apply

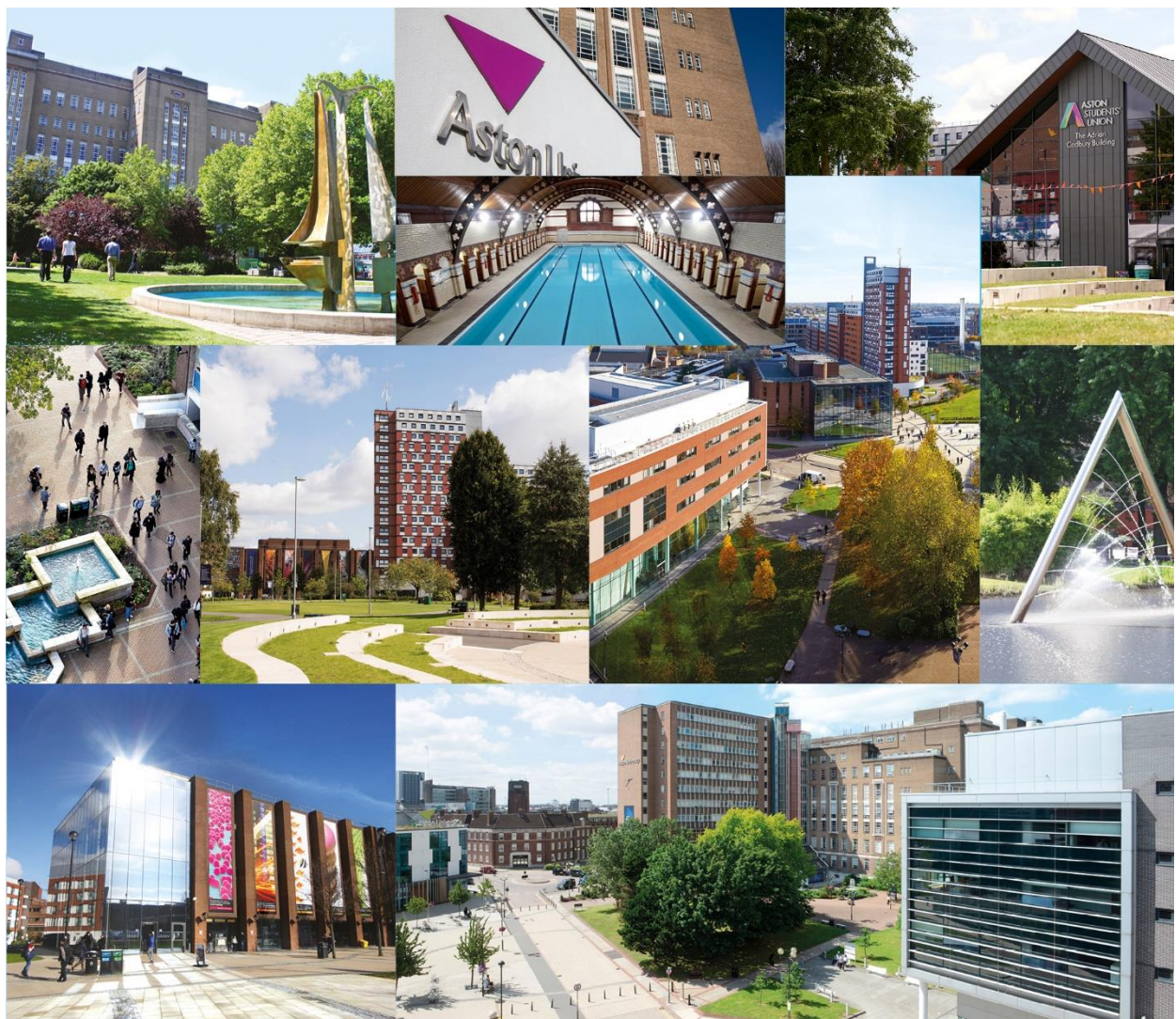
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 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 Luciano Batista

Email: L.Batista@aston.ac.uk

Telephone: 0121 204 3679

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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