



IMPACT

Supergen Bioenergy Impact Hub Project Manager

Reference: 0744-23

Grade: 8

Salary: £37,099 to £44,263 per annum, depending on experience

Contract Type: Fixed Term (31/10/2027)

Basis: Full Time or Part Time (min 50%)

Job description

Job Purpose:

Aston University has received funding from the EPSRC/BBSRC for an impact focused Supergen Bioenergy hub for a 4 year period until 31 October 2027. The post of Hub Project Manager supports the delivery of the Supergen Bioenergy Hub Project by working with the PI and the project partners to keep control of administrative, financial and collaborative reporting responsibilities.

EBRI within Aston University has managed the project since Autumn 2018.

Main duties and responsibilities

- ▶ To monitor and support overall project progress against the description in the funded proposal
- ▶ To liaise closely with the Hub PI, stakeholder engagement manager and policy fellow to ensure that project objectives are realized
- ▶ To recruit and line manage a 50-100% project administrator
- ▶ To maintain and implement appropriate procedures to ensure that the project fulfils its objectives
- ▶ To maintain and manage professional relationships with project partners and other stakeholders
- ▶ To identify, maintain and improve systems, mailing lists, databases, data management and financial monitoring systems which support the Consortium
- ▶ To represent the hub and its activities to stakeholders and events in the UK and overseas
- ▶ To actively support outreach and engagement on behalf of the hub and EBRI
- ▶ To identify opportunities for development of new areas of research or dissemination
- ▶ To support consortium members in development of new research work related to the consortium activities
- ▶ To plan and facilitate meetings and events in a way that supports best practice and idea generation
- ▶ To provide the secretariat of the Supergen Bioenergy Management Group and its Advisory Board, meetings are held online or at various UK locations as appropriate
- ▶ To set up all IT and audio-visual interfaces for meetings e.g. Microsoft Teams and recordings
- ▶ To provide administrative and organisational support to the Project Director and consortium, including procurement, travel management, recruitment and communication support
- ▶ To act as the point of contact between the project and relevant administrative functions e.g. financial, legal, public relations etc.
- ▶ To collate progress and financial reports from the project partners and provide regular status reports according to project requirements
- ▶ To support the SHARE network of early career researchers by liaising with them, maintaining activity budgets and booking appropriate venues, transport etc.
- ▶ To maintain a calendar of planned events and engage to ensure relevant parties are informed and engaged
- ▶ To maintain records of hub achievements, impact and deliverables

- ▶ To organise, attend and minute project meetings.
- ▶ To maintain records of publications, outreach activities etc.
- ▶ To liaise with appropriate project, school, faculty and central university staff;
- ▶ To organize lectures, seminars, meetings and events to support internal Aston engagement on bioenergy.
- ▶ To undertake any other duty as appropriate to 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	First degree in any discipline.	Application Form
Experience	<p>Knowledge of the energy sector, climate change, environment and bioenergy will be required to carry out the role, but can be developed during the post with evidence of appropriate aptitude/enthusiasm.</p> <p>Experience of managing and working on collaborative research projects.</p> <p>Planning and development of project activities</p> <p>Reporting of project activities financially and technically</p> <p>Presenting and talking to audiences who may be unfamiliar with the area of Research which could be through conferences, exhibitions or classrooms</p>	Application Form and Interview
Aptitude and skills	<p>The post holder is expected to autonomously progress project activities (including with external links) without supervision from week to week.</p> <p>Good communication skills to relay work in spoken and written media.</p> <p>Excellent IT skills, including Microsoft Office packages, databases, web and email.</p> <p>Well-developed interpersonal and team-working skills</p>	Aptitude Test during Interview process

	Desirable	Method of assessment
Education and qualifications	PRINCE2 Project Management Qualification	Application form

	Desirable	Method of assessment
Experience	<p>Experience of working in the HE sector</p> <p>Experience of managing and working on collaborative research projects funded by UKRI research councils</p> <p>Experience of line management of staff</p> <p>Engaged and maintained a network of contacts from external bodies.</p> <p>Experience of working with senior academics</p> <p>Experience of technical and scientific presentations and content and the ability to understand and relay information in a more accessible way.</p>	Application Form
Aptitude and skills	<p>Knowledge of how to improve social media impact of websites</p> <p>Knowledge of dialogue and facilitation.</p> <p>Knowledge of the Bioenergy and Renewable energy sector and issues</p>	Interview and application form

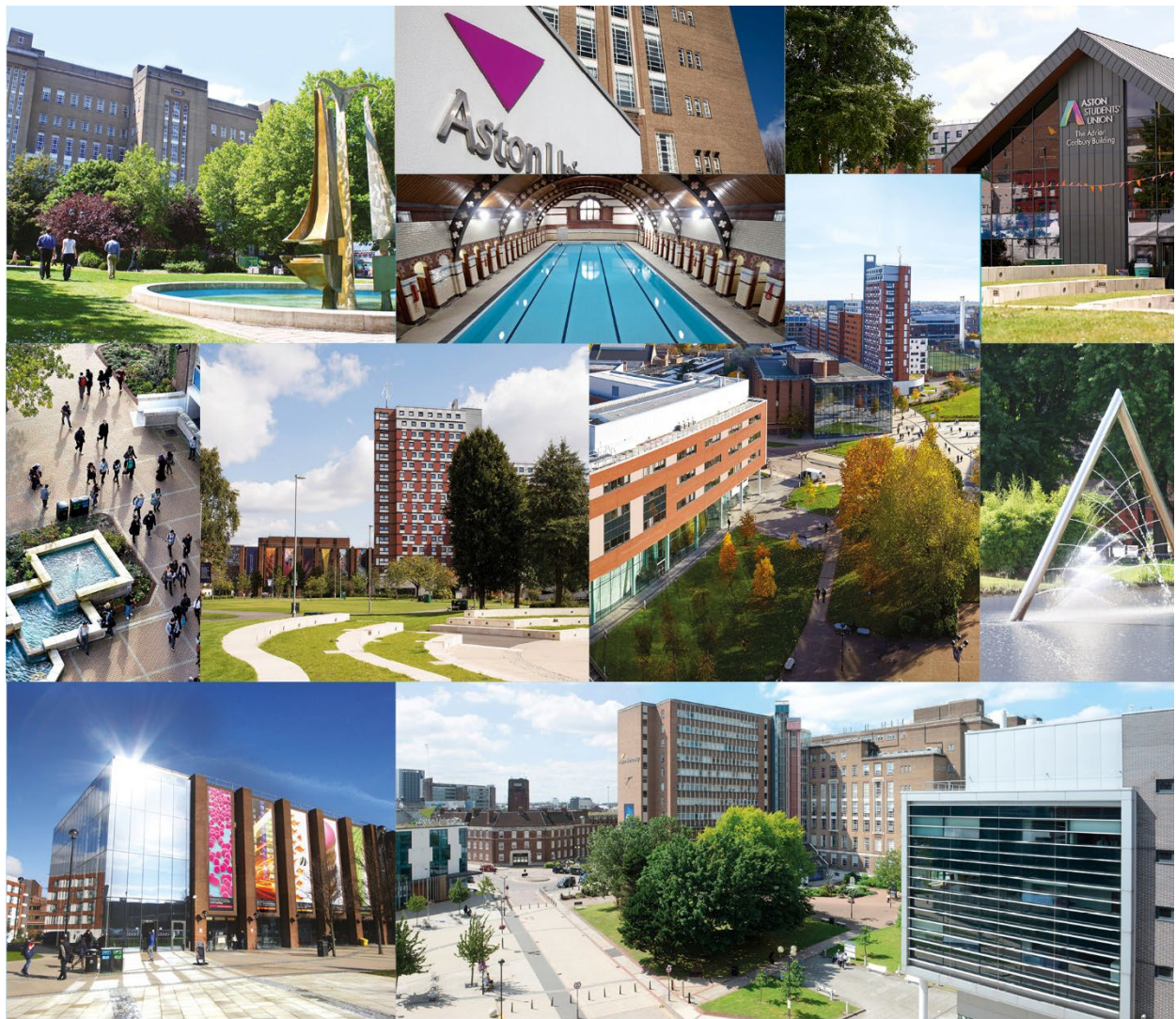
How to apply

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: Professor Patricia Thornley

Job Title: Director of EBRI

Email: p.thornely@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.**