

# Project Manager



**OPPORTUNITY**

Where change  
gets real.



Aston University



**Reference: 0772-26**

**Grade: 08**

**Salary: £38,784 to £46,049 per annum, depending on experience**

**Contract Type: Fixed Term (60 months)**

**Basis: Full time**

## Job description

### Job Purpose:

The purpose of this role is to provide programme management and coordination for the SmartChar research programme, a multi-partner EPSRC-funded initiative focused on low-carbon infrastructure innovation. The postholder will ensure the effective delivery of programme objectives by supporting governance, stakeholder engagement, and alignment of activities across partners, working closely with the Principal Investigator and work package leads.

### Main Duties and Responsibilities:

#### Research and Technical Responsibilities:

- Support the planning, coordination, and delivery of the SmartChar programme across all work packages.
- Monitor progress against milestones, deliverables, and timelines, ensuring alignment across research, industry engagement, and impact activities.
- Coordinate activities across multiple academic and industrial partners, ensuring effective communication and integration.
- Identify and manage interdependencies between work packages, supporting efficient programme delivery.

#### Governance and Reporting

- Support the operation of programme governance structures, including leadership and advisory boards.
- Prepare and coordinate programme reports, updates, and documentation for internal and external stakeholders (including funders).
- Maintain oversight of programme performance, ensuring timely delivery of key outputs and reporting requirements.

#### Risk Management and Programme Monitoring

- Maintain and update a live risk register, working with work package leads to identify, assess, and mitigate risks.
- Monitor programme performance using appropriate metrics and indicators, supporting continuous improvement.
- Support periodic programme reviews and evaluations, including mid-term and final assessments.

#### Stakeholder Engagement and Co-Creation

- Facilitate engagement with a wide range of stakeholders, including industry partners, policy and standards organisations and external collaborators.
- Support the organisation of workshops, meetings, and co-creation activities to ensure stakeholder input informs programme direction.
- Act as a key point of contact between academic teams and external partners.

### **Integration and Impact Support**

- Support cross-work package integration, ensuring that research outputs contribute effectively to demonstrations, standards development, and policy and industry impact.
- Assist in coordinating dissemination, engagement, and knowledge exchange activities.

### **Additional Responsibilities**

- Contribute to fostering a collaborative, inclusive, and high-performing programme environment.
- Ensure alignment with institutional policies on equality, diversity, sustainability, and research integrity.
- Engage in continuous professional development.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Degree (or equivalent experience) in a relevant field.	Application form
<b>Experience</b>	<p>Proven experience in project or programme management, ideally within:</p> <ul style="list-style-type: none"> <li>• Research environments, or</li> <li>• Complex multi-partner projects</li> </ul> <p>Experience managing projects involving multiple stakeholders and organisations.</p> <p>Experience in monitoring progress, reporting, and managing deliverables.</p> <p>Experience in risk management and project planning tools.</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent organisational and coordination skills.</p> <p>Strong communication skills, with the ability to engage effectively with both academic and non-academic stakeholders.</p> <p>Ability to manage complex information and multiple priorities.</p> <p>Proactive, adaptable, and able to respond to changing project needs.</p> <p>Strong problem-solving and decision-support capability.</p>	Application form and interview



	Desirable	Method of assessment
<b>Education and qualifications</b>	A postgraduate qualification in a relevant field	Application form

	Desirable	Method of assessment
<b>Experience</b>	<p>Experience working on large-scale funded research programmes (e.g. UKRI/EPSRC).</p> <p>Understanding of engineering, construction, or sustainability-related projects.</p> <p>Experience supporting stakeholder engagement, workshops, or co-creation activities.</p> <p>Familiarity with impact, policy engagement, or knowledge exchange activities</p>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

				
<b>Innovation</b>	<b>Collaboration</b>	<b>Ambition</b>	<b>Inclusion</b>	<b>Integrity</b>
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.	We work best when we are collaborative, working together to contribute to the Aston community.	We strive together for improvement and innovation looking ahead to see the bigger picture.	We treat everyone in our community equally and how they would like to be treated.	We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Dr Abed Alaswad

Job Title: SmarChar Programme PI & Director

Email: [a.alaswad@aston.ac.uk](mailto:a.alaswad@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 <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:** [Benefits and Rewards | Aston University](#)

**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:** Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/skilled-worker-visa> You can also find further information on our candidate immigration [web page](#).

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see our candidate immigration [web page](#) for further details.

### **Before you start and Right to Work**

#### Right to Work Check

All employees must complete a Right to Work check before they commence work at Aston. HR will contact you during the onboarding process to arrange your check.

#### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents that can help you find suitable accommodation. Useful websites for support and guidance

<https://www.gov.uk/government/publications/how-to-rent/how-to-rent-the-checklist-for-renting-in-england> and <https://www.citizensadvice.org.uk/housing/>

You can also use property search websites such as Rightmove or Zoopla.

### **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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