

Project Manager



OPPORTUNITY

Where change
gets real.



Reference: 0800-26

Grade: 08

Salary: £39,906 per annum, (pro rata: £19,953 per annum)

Contract Type: Fixed Term until May 2030

Basis: Part time (18.25 hours per week)

Job description

Job Purpose:

This role will provide programme management for the delivery of the Horizon Europe Marie Skłodowska-Curie Actions Staff Exchanges project MagBIO. The programme, based across eighteen intersectoral European and US partners, will seek to develop Living magnetobots for targeted theranostics to tackle metastatic solid tumours.

The post holder will be responsible for providing programme management to the MagBIO programme in consultation with academic staff, assisting the partners and researchers, maintaining the programme records and web site, reporting to the EU, and providing general support to the Programme Coordinator.

Main Duties/Responsibilities

- ▶ Assist the Project Coordinator to ensure the smooth day-to-day running of the programme in all administrative and financial aspects.
- ▶ Maintain day-to-day communication with partners and act as a primary port-of-call for all administrative queries relating to the project.
- ▶ Be fully cognisant of stakeholder's rules and regulations and assist compliance of these.
- ▶ Liaise with the European Commission (EC) stakeholders to ensure programme reporting requirements are met in a timely fashion.
- ▶ Liaise with partners to ensure deliverables are produced in a timely fashion.
- ▶ Liaise with partners to ensure deliverables are internally reviewed in a timely fashion.
- ▶ Submit deliverables to the EC-REA using the appropriate channels and liaise with EC in case deliverables are delayed.
- ▶ Monitor programme spend at Aston University by collating spending details, create and maintain spreadsheets detailing budget spend and correlate these with the official data produced at Aston Finance Department.
- ▶ Liaise with Aston Finance Department to produce official management accounts in compliance with the terms and regulations set by the EC stakeholder.
- ▶ Liaise with Finance Departments of programme partners to produce management accounts in compliance with the terms and regulations set by the EC stakeholder.
- ▶ Liaise with Aston RKE to ensure appropriate confidentiality and IP protection agreements are in place.
- ▶ Create and develop templates for all statutory EC programme reports.
- ▶ Assist the Coordinator in producing Aston's contribution to the programme report documents.
- ▶ Submit completed programme reports to the appropriate EC bodies in a timely fashion and using the appropriate channels.
- ▶ Create spreadsheets for the stakeholder, detailing the programme's progress against anticipated budgetary spend and overall project target.
- ▶ Work with individual researchers and groups of researchers to enable them to engage with the programme effectively.
- ▶ Maintain the mailing lists and ensure the content is current and valid.
- ▶ Ensure appropriate maintenance of the programme web site and ensure the content is current and valid. Upload documents to website as they become available.
- ▶ Assist with the organisation of programme meetings, take minutes, collate programme presentations and circulate these.
- ▶ Arrange travel and hotel bookings for Aston members and invited researchers.

- ▶ Implement /or coordinate desired changes to the legal Grant Agreement, in particular initiate Amendments and write 'Letters of Information' to the European Commission as appropriate.
- ▶ Assist Aston Finance Department to prepare for EC audits.
- ▶ Collate information on publication and patents.
- ▶ Support in the organisation and running of Training Schools and Workshops
- ▶ Provide other programme support as appropriate.

External engagement

- ▶ To represent the interests of the subject and School via activities to raise the regional, national and international profile, particularly with the professions, schools and businesses.

Citizenship

- ▶ To demonstrate the University's leadership 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 degree level or equivalent	Application form
Experience	<p>Proven expertise of managing complex projects</p> <p>Experience of working within the higher education sector</p> <p>Proven experience as demonstrated by peer-reviewed publications or other outlets in technical and scientific aspects of the MagBIO project</p>	Application form, interview and presentation
Aptitude and skills	<p>Proven ability to multitask effectively and meet demanding deadlines.</p> <p>Proven ability to work as part of a team.</p> <p>Proven ability to act independently and use own initiative.</p> <p>Ability to maintain a high level of accuracy and concentration.</p> <p>Flexibility and adaptability.</p> <p>Excellent organisational and administration skills.</p> <p>Good interpersonal and communication skills.</p> <p>Ability to collate information from diverse sources and compile reports.</p> <p>Ability to work with confidential material and to maintain high standards of discretion.</p> <p>Willingness to travel abroad, including secondments.</p>	Interview and presentation

	Desirable	Method of assessment
Experience	<p>Project management qualification.</p> <p>Experience of supporting EU funded projects and reporting to the EU.</p> <p>Leadership qualification/training</p>	Application form
Aptitude and Skills	An understanding of the holistic research environment in academic research.	Interview and presentation

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



Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

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 23.59 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Alfred Fernandez-Castane

Job Title: Reader

Email: a.fernandez-castane1@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-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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