

Project Manager



OPPORTUNITY

Where change gets real.



Reference: 0817-26

Grade: 07

Salary: £33,951 per annum, depending on experience

Contract Type: Fixed Term (48 months)

Basis: Full time

Job description

CIRCARB (Circular & Biogenic Carbon Pathways for a Sustainable Future) is a major EPSRC-funded research programme led by Aston University in partnership with Loughborough University and the University of Edinburgh. The four-year programme (September 2026 to August 2030) addresses one of the UK's most critical net zero challenges: decarbonising the embedded carbon in plastics, chemicals, and construction materials.

Job Purpose

The Project Manager will play a central and highly visible role in ensuring the effective coordination, delivery, and governance of the CIRCARB programme. Working closely with the Principal Investigator (PI), co-investigators across three universities, and a diverse stakeholder community, you will be the operational backbone of the programme, driving cross-institutional collaboration, managing risk, tracking milestones, and ensuring the programme meets its scientific, impact, and reporting obligations to EPSRC and wider funders.

This is an exciting opportunity to work at the forefront of the UK's net zero transition, embedded within a nationally leading interdisciplinary research team. The role requires a highly organised, proactive, and collaborative individual who can work effectively across academic, industrial, and policy environments.

Main Duties and Responsibilities

Programme Coordination and Delivery

- Lead day-to-day operational management of the CIRCARB programme, ensuring all Work Packages progress according to plan across Aston, Loughborough, and Edinburgh.
- Develop, maintain, and monitor detailed project plans, Gantt charts, risk registers, and milestone trackers, flagging issues and proposing mitigation strategies in a timely manner.
- Coordinate cross-institutional activity, ensuring effective communication and collaboration among investigators, PDRAs, and wider programme staff.
- Organise and facilitate regular programme meetings including the Project Steering Committee, Scientific Advisory Board, Sector Advisory Panels, and Stakeholder Engagement Forum.
- Prepare and submit high-quality progress reports, financial reports, and impact narratives to EPSRC and Aston University in line with grant conditions and deadlines.
- Monitor budget expenditure in liaison with finance teams at all three institutions, ensuring compliance with funder requirements and institutional financial regulations.

Governance, Risk, and Compliance

- Maintain the CIRCARB risk register, ensuring risks are reviewed monthly and mitigation actions are implemented.
- Ensure the programme adheres to EPSRC terms and conditions, Aston University research governance requirements, GDPR, and the AREA responsible research and innovation framework.
- Support the RRI and Ethics Advisory Group, coordinating ethics documentation, institutional ethics submissions, and open science compliance.
- Maintain accurate and up-to-date records of programme expenditure, deliverables, outputs, and outcomes for audit and reporting purposes.

Dissemination and Impact

- Support the preparation and dissemination of CIRCARB outputs including policy briefs, open-access publications, the Digital Carbon Passport platform, and the programme website.
- Contribute to the development of the CIRCARB annual report and impact case studies.

- Assist in the coordination of the ECR-led national showcase and wider public engagement activities.

Equality, Diversity and Inclusion

- Champion and actively embed EDI principles throughout all programme activities, including recruitment, training, stakeholder engagement, and governance.
- Support the programme's EDI Lead in implementing inclusive practices aligned with Aston University's Athena Swan Gold award and UKRI Concordat standards.
- Ensure training and engagement activities are hybrid-accessible, geographically distributed, and designed to remove barriers to participation for underrepresented groups.

Additional Responsibilities

- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- 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	A bachelor's degree (or equivalent professional experience) in a relevant discipline such as science, engineering, social sciences, management, or a related field.	Application form and interview
Experience	<p>Demonstrable experience of managing complex, multi-partner research or innovation projects, ideally in an academic or publicly funded environment.</p> <p>Proven track record of coordinating activities across multiple institutions or organisations, with the ability to manage competing priorities and deadlines.</p> <p>Experience of financial management and budget monitoring, including liaison with finance teams and preparation of financial reports.</p> <p>Experience of preparing high-quality written reports and communications for a range of audiences, including funders, academic partners, and industry stakeholders.</p>	Application form and interview
Aptitude and skills	<p>Excellent organisational and project management skills, with strong attention to detail and the ability to maintain oversight of a large, complex programme.</p> <p>Outstanding interpersonal and communication skills, with the ability to build and maintain effective working relationships across diverse teams and organisations.</p>	Application form and interview

	Essential	Method of assessment
	<p>Proficiency in project management tools and software (e.g. MS Project, Asana, or equivalent), and standard office software (MS Office suite).</p> <p>Commitment to equality, diversity, and inclusion, with the ability to contribute to an inclusive and supportive research environment</p>	

	Desirable	Method of assessment
Education and qualifications	<p>A postgraduate qualification (MSc, PhD, or equivalent) in a relevant scientific, engineering, or management discipline.</p> <p>Formal project management qualification (e.g. PRINCE2, PMP, APM, or equivalent).</p>	Application form
Experience	<p>Experience working on EPSRC- or UKRI-funded research programmes, with familiarity with UKRI reporting, grant management systems, and funder compliance requirements.</p> <p>Experience of coordinating stakeholder engagement, advisory panels, or co-creation activities involving industry, policy, or civil society partners.</p> <p>Familiarity with responsible research and innovation (RRI) frameworks, open science practices, or research ethics processes.</p> <p>Experience in a research environment related to sustainability, net zero, circular economy, materials science, or industrial decarbonisation.</p>	Application form and interview

	Desirable	Method of assessment
Aptitude and Skills	<p>Experience of managing or contributing to EDI initiatives within a research or professional context.</p> <p>Ability to support impact and knowledge exchange activities, including contributing to policy briefs, public engagement events, or dissemination strategies.</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

				
Innovation	Collaboration	Ambition	Inclusion	Integrity
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 23.59 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: Dr Muhammad Imran

Job Title: Reader

Email: m.imran12@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>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000

www.aston.ac.uk