

Strategic Theme & IAA Project Manager

Department	Research and Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Directorate	Research And Knowledge Exchange Services (www.strath.ac.uk/rkes/)		
Staff Category	Administrative and Professional	Reference No	410999
Reports To	Strategic Theme & IAA Project Manager	Grade:	8
Salary Range:	£42149 - £51799	Contract Type:	Open Contract
FTE	1.0	Closing Date	03/12/2021

Job Advert

This is an exciting opportunity to join the University of Strathclyde's central research office, Research & Knowledge Exchange Services, which provides a range of professional services to: optimise the University's research and knowledge exchange activities; support funding applications; manage contractual agreements; and develop engagement with businesses, organisations and strategic partners.

The Strategic Theme & IAA Project Manager will have responsibility for managing a large programme of activity (a UKRI award as the main cash component) under the University's Impact Acceleration Account (IAA) programme. The post holder will also have responsibility for the project management of Strathclyde's Strategic Research Themes, which seek to stimulate interdisciplinary working across the Strathclyde community, whilst also encouraging collaboration with the wider innovation ecosystem.

The post holder will work with the Senior Manager – Environment & Impact to prioritise activity but will have immediate responsibility for the project management of the UKRI-backed IAA, as well as project management of the Strategic Research Themes.

Job Description

Brief Outline of Job:

The IAA & Strategic Theme Project Manager will have responsibility for managing the activities of a large programme of activity under the University's Impact Acceleration Account (IAA) programme.

The role involves overseeing the delivery by academic holders of IAA awards, managing compliance of spend with UKRI's and the University's internal rules, collection of data, information and over-seeing of Case Studies to demonstrate the success of IAA, as well as all the other administrative, financial and audit requirements of a major pan-University project that is important to the delivery of the University's Strategic Plan for R&KE. This post requires high level relationship management skills.

The post holder will work with the Senior Manager – Environment & Impact to prioritise activity but will have immediate responsibility for the project management of the UKRI IAA, as well as project management of the Strategic Research Themes and Additional Sponsorship awards (EPSRC).

The post holder will also be expected to co-ordinate and facilitate industry/academic engagement events aligned to the development of TIC and other priority sectors.

Main Activities/Responsibilities:

1.	Project manage the UKRI-backed IAA from the current point through to the completion of Final Reports, Case Studies and other activities which will be required after the end of the UKRI grant period, to ensure that the IAA delivers maximum contribution to the University's Strategic Plan goals for R, KE and Business Engagement and ensure that a critically-important funder of the University's research is satisfied with the overall IAA project.
2.	Work with the Senior Manager – Environment & Impact to identify and provide project management and administrative support to other R&KE Projects of strategic importance in terms of their reach and impact to ensure that centrally-co-ordinated R&KE projects play their appropriate part in delivering the University's Strategic Plan for R&KE
3.	Provide project and financial management support to other R&KE projects; track spend against project plan and report on a regular basis. Provide analysis of financial data to highlight discrepancies e.g. planned versus actual grant expenditure to appropriate management boards etc.
4.	Provide project management and administrative support to the IAA Executive to ensure delivery of IAA related activities. Liaise with PI's on IAA-funded projects to ensure projects remain on track and within budget.
5.	Manage and oversee a programme of events/initiatives to stimulate R&KE activity and cross-disciplinary culture change within the University, including the Strathclyde Strategic Research Themes.
6.	Audit R&KE projects which have been funded via centrally managed resources, such as the Strategic Themes or IAA, to ensure they are meeting the objectives and targets set. Compile and present activity and progress reports to external funders as required. This is a compliance task that also impacts on institutional reputation with a key funder (UKRI).
7.	Manage multiple projects simultaneously, within time & resource constraints, resolving conflicting priorities and identifying and managing additional resources and expertise as required in order to ensure that all RKES co-ordinated projects within post-holders responsibility are delivered.
8.	Identify and develop R&KE and Impact case study materials (not limited to IAA) and ensure these are presented on the web / PURE in order to support future REF submissions and promote the University's industry-friendliness in the context of the Strategic Plan
9.	Management and prioritisation of activities of 2FTE Strategic Theme Support Officers and 1FTE Impact Development Officer (AP6).

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Relevant Degree

D1 Relevant PG Qualification

D2 Relevant professional qualifications (e.g. PRINCEII)

Experience

E2 Experience of successfully managing projects with multiple stakeholders that respond to a business need/create change and/or establish a new capability

E3 Experience of financial management and reporting

E4 Experience of managing and controlling projects/budgets/resources/funding

E5 Experience of working with and influencing senior management

E6 Experience of partnership development and collaborative working

E7 Experience of working in HE sector

E8 Experience of leading, managing and developing a small team

E9 Experience of event organisation and management

D3 Direct experience in supporting academic impact and knowledge of responsible innovation

D4 Experience of encouraging equality, diversity and inclusion within an academic environment

Job Related Skills and Achievements

E10 Project management skills including management and motivation of teams, of project deliverables and of resources

E11 Strong communication and influencing skills, including the ability to influence at senior level within and outside the employing organisation.

E12 Ability to effectively manage and motivate staff

E13 A knowledge and understanding of financial management procedures

D5 Event management skills

D6 An understanding of equality, diversity and inclusion requirements as they pertain to the Research Environment

Personal Attributes

E14 Organised, with the ability to plan own workload and deliver to deadlines

E15 Able to build strong working relationships with a range of stakeholders

E16 Strong team player and motivator of staff

E17A high level of personal resilience with the ability to drive activity

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Tanya Kay, Senior Manager – Environment and Impact (tanya.kay@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post are scheduled to take place during week commencing 13 December 2021.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

