Project Co-ordinator,

The Scotland 5G Centre

Department	Electronic and Electrical Engineering (www.strath.ac.uk/engineering/electronicelectricalengineering/)		
Faculty	Faculty of Engineering (www.strath.ac.uk/engineering/)		
Staff Category	Administrative and Professional	Reference No	436199
Reports To	CEO/Project Director, Scotland 5G Centre	Grade:	7
Salary Range:	£33,309 - £40,927	Contract Type:	Fixed Term to Mar 2023
FTE	1	Closing Date	22/05/2022

Job Advert

The Scotland 5G Centre, is the driving force for 5G enabled innovation in Scotland. We are looking for a Project Co-ordinator to join our team and support the delivery a major new programme with our partners.

The role?
You'll be responsible for supporting the delivery of an exciting new £10m programme (5G DU Evolution). The programme, sponsored by DCMS, involves six delivery partners (ADVA, BT, AccelerComm, ComAgility and the University of York). The programme will involve the multi party development of a new innovative Open RAN enabled Distribution Unit for the communications sector. You play a key roll, supporting the Programme's Director deliver the programme on behalf of the partners. You'll provide a range of programme support to the partners in form of daily management of the deliery of the programme, ensuring the programme is on track to deliver a successful outcome.

You'll need a track record in managing major programmes, as you'll work closly with the partners' individual project managers to ensure that all elelemts the programme are being deliverd on time, quality and cost. A key part of the role will be to assist the Programme Director in engaging with the partners and with DCMS officials, by monitoring and providing key programme information. You'll will be part Programme Management Office (PMO - Project Director and flexible resources) set up to deliver this project. We anticipate that this will be the first in a range of new programmes that the S5GC will be involved in, so you'll have a major part to play in developing this service.

Why join us?
It's an exciting time to join the Centre, as we continue to evolve and grow. You'll join a hand on, dynamic team who are working hard to enable the 5G revolution in Scotland.

the place of useful learning
The University of Strathclyde is a charitable body, registered in Scotland, number SC015263

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You can expect to encounter a wide range of exciting opportunities that will transform Scotland. We are rolling out our S5GConnect Programme across Scotland, engaging with a range of new major partners, delivering new projects that will support the development of new connectivity opportunities and working on major bids to attract new funding to Scotland.

We are also developing the strategy for the Centre's long-term future; key to this is providing leadership in the delivery of new major programmes, such as this.

Where are we based?
We are hosted by the University of Strathclyde, and we are based in its Technology Innovation Centre (TIC), a specifically designed state-of the art building in the heart of Glasgow and its innovation district. We offer Agile working – more information can be found here: Agile Working | University of Strathclyde.

For further information about the Scotland 5G Centre, please refer to https://scotland5gcentre.org/
You can see our recent milestones here too: https://scotland5gcentre.org/news/the-scotland-5g-centre-2021-key-highlights/

Job Description

The Programme (5G DU Evolution) will support the development of a new innovative Open RAN enabled Distribution Unit, (DU). As Project Co-ordinator, you'll ensure that the programme and its partners deliver within the time and budgetary scope of the Programme plan, and that there are appropriate systems and processes in place to ensure the effective financial and project management of the programme.

You'll have a track record of managing programmes and their budgets as well as monitoring cash flow. As a key part of the programme, you'll engage regularly with each the programme partners project managers, and the local DCMS contact when required. With respect the S5G Centre, you'll join a new Programme Manage Office set up to deliver a range of new programmes that support the deployment uptake of advanced connectivity. The 5G DU Evolution is the first project of this kind.

If successful, you'll be responsible for the daily running of the programme and ensuring that all DCMs requirements for both spend and the drawdown of funding are adhered to. Ensuring timely cash flow and spend, as per the project plan is a key requirement as part of the schedule for delivery. You'll report directly to the Project Director and will also liaise closely with all of the partners, attending relevant meetings and reviewing both progress and delivery milestones. You will also engage with assigned DCMS points of contact, to ensure the programme is delivered satisfactorily, time and to budget.

As critical member of the Programme's delivery team, you'll work closely with the Programme Director to anticipate and mitigate any programme risks, ensure progress, spend, and cash flow are on track, and to provide advice and expertise to the partners on all matters that relate to programme delivery. You'll also have responsibility for supporting the setup, monitoring and control of the various systems required to ensure effective financial management, milestone tracking, risk monitoring and reporting to DCMS. A key role will be to ensure payment submissions from all parties conform to the DCMS requirements, and that project progress towards milestone deliveries are met. Finally, it will be your responsibility to ensure that all financial aspects relating to the programme reporting requirements are met.

Responsibilities/Experience:

1.	Management • Provide specialist and regulatory information, support, advice and recommendations to the programme Director and partners regarding the information and process required to deliver the work • Contribute to the development of programme systems including long term strategic planning • Maintenance and evaluation of the project risk register
2.	Finance • Working with the partners to monitor maintain the financial requirements (data collecting, milestone payments and reporting) for the overall project plan • Ensure daily management of the Programme overall budget • Managing the financial aspects of program delivery ensuring a successful outcome (to DCMS) • Monitor project finances, financial controls, and reporting, in line with the DCMS Grant and provide advice and guidance on these • Updating budgets and forecasts • Oversee overall resource distribution and associated expenditure • Providing all levels financial reporting required (internally to the partners, and externally from the partners) to satisfy delivery

	• Report on financial issues to the Project Director and MSA leadership group, including analysis and presentation of finances • Coordinate the financial and programme reporting to DCMS and liaise with partners and internal stakeholders
3.	Organisation • Maintain all regulatory documentation relating to changes, submissions and reporting are met • Supporting the Programme Director to ensure the programme plan contains all updated KPIs, critical and payment milestones for each of the partners • Ensure the project plan is maintained, tracking progress against Gantt Charts, monitoring progress with the Programme Director to ensure high quality and efficient activities • Supporting the Programme Director, to ensure timely internal and external project audits. • Meeting with each of the partners respective Project Managers and the senior management team to ensure overall program is delivered and any areas of concern/need for changes are managed
4.	Reporting • Managing the online reporting tools and systems to monitor progress. • Monitor and maintain records/reports to meet both internal and external reporting requirements. • Producing complex written documentation (e.g. internal process templates and progress reports). • Analysing and interpreting management data and information and contribute to the production of management reports to the Programme Director • Alerting the Programme Director to any major problems as and when they arise
5.	General • Supporting the dissemination of the project's outputs including troubleshooting any problems as they may arise • Supporting the wider S5GC team as and when required

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 or equivalent.

D1   Relevant professional qualifications

Experience

E2   Experience of managing and controlling budgets/resources/funding and a competent understanding of financial management procedures

E3   Experience of relationship management including successful stakeholder engagement

E4   Experience of managing project finance and cash flow

E5   Experience preparing reports to present to senior forums

E6   Experience of working and delivering to short deadlines

E7   Experience of dealing with a range of problems, within general guidelines, using initiative and judgement without recourse to seniors, except in exceptional circumstances.

E8   Proven experience of managing a project or programmes

Job Related Skills and Achievements

E9   Proficiency in MS Office with expertise in Microsoft Project, Word, PowerPoint and Excel

Personal Attributes

E10 Professional and confident manner with excellent communication skills (written and spoken)

E11 The ability to multi-task in a complex and demanding environment.

E12 Strong attention to detail, proven analytical and interpretational skills.

E13 Proven ability to manage and prioritise workload as well as competing demands from stakeholders.

E14 Desire to be proactive and create a positive experience for others

D2	Good problem-solving skills
E15	Highlight motivated, with ability to work on own initiative within agreed parameters

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 info@scotland5gcentre.org

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.

Probation

Where applicable, the successful applicant will be required to serve a Select a period. 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.

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 women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

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.