

# Delivery Programme Manager

Department	Power Networks Demonstration Centre (PNDC) ( <a href="http://www.strath.ac.uk/pndc/">http://www.strath.ac.uk/pndc/</a> ), Department of Electrical and Electronic Engineering ( <a href="http://www.strath.ac.uk/eee/">http://www.strath.ac.uk/eee/</a> )		
Faculty	Faculty of Engineering ( <a href="http://www.strath.ac.uk/engineering/">www.strath.ac.uk/engineering/</a> )		
Staff Category	Administrative and Professional	Reference No	43177
Reports To	PNDC R&D Manager	Grade:	7
Salary Range:	£30738 - £37768	Contract Type:	Fixed Term (24 months)
FTE:	1 (35 hours/week)	Closing Date	Friday, 12 August 2016

## Job Advert

The University of Strathclyde in Glasgow possesses a large internationally rated Engineering Faculty with a proud history of successful joint ventures with industrial and enterprise partners. As part of the University's strategic development, the Power Networks Demonstration Centre (PNDC) has been established in Wardpark North near Cumbernauld. The PNDC is a world-class facility with dedicated staff that accelerates the adoption of new, 'smart' technologies within advanced power grids, supporting the increased accommodation of renewable energy, electric vehicles and demand side management. The £12.5 million Centre - the first of its kind in Europe – has been founded by the University of Strathclyde and leading energy companies including Scottish Power Energy Networks and Scottish and Southern Energy Power Distribution, with support from Scottish Enterprise and the Scottish Funding Council. With the addition of UK Power Networks, Vodafone, S&C Electric, Omicron, Locamation and Yambay, the Centre has expanded its membership to eight industry partners and this growth is set to continue.



The PNDC provides: a purpose-built platform for showcasing state of the art electrical distribution, generation, storage and demand side innovation; a rapid technology pipeline accelerating the proving and deployment of integrated smart grid solutions with commercial partners; a realistic and controllable test bed from primary plant to state-of-the-art control room for the development of emerging smart grid technologies that will support the realisation of a de-carbonised grid.

The PNDC seeks to appoint a Delivery Programme Manager to orchestrate the delivery of a diverse portfolio of research projects in the Smart Grid domain. The successful candidate will be responsible for the planning, delivery and reporting for projects from a variety of customers and funding sources. The project team work across member directed core research as well as grant funded research projects and commercial bi-lateral research projects for external customers. You will also be responsible for day to day co-ordination, organisation and management of the research team, reporting to the Research and Development Manager. **You will be primarily based at the PNDC in Cumbernauld** although some travel will be required.

To be considered for this role, you will be educated to a minimum of degree level (or equivalent experience) with substantial project management experience with in a relevant environment such as research, industry, commerce, public sector or higher education sector. You will have experience in managing multiple projects and small teams over a number of years, with a solid background in project and programme management methodologies. You will have proven analytical and interpretational skills with experience of collating, writing and presenting complex reports. You will be an excellent communicator with confidence in presenting to diverse audiences with an ability to effectively transfer skills and knowledge

to others. You will have the ability to co-ordinate team activities, work as part of a team, and influence a variety of stakeholders. Experience in industrial project/programme management may be useful, as would an awareness of the Energy Utilities industry and Smart Grid. A qualification in project or programme management is desirable.

## Job Description

### Brief Outline of Job:

Reporting to the R&D Manager, the post holder will be responsible for the delivery of the PNDC research project portfolio. The post holder will utilise their experience of project management methodologies to appropriately define and improve the PNDC processes within an ISO-9001 QMS framework. The post holder will have responsibility for planning, budgeting, resource allocation, risk management, IP management and on time quality delivery for the project portfolio, as well as governance, monitoring and clear communication to internal and external project stakeholders. The post holder will coach and manage the research team, when required.

### Main Activities/Responsibilities:

1.	Project Quality Management. Developing and standardising project processes and ensuring all project documentation meets required standards. Prepare Standard Operating Protocols and guidance documents in addition to provision of coaching and guidance to project leaders and research engineers to meet standards.
2.	Project Governance and Control. Provide regular project progress reports to project steering groups, internal and external to support effective management decision making. Manage local research team and also resources as required from off site or outsourced resources.  Co-ordinate the delivery of project progress and financial reports for customers and stakeholders, including funding bodies. Attend regular meetings to liaise with and advise the project delivery team, finance team and other stakeholders.
3.	Programme Management: Monitor the progress of each project against the agreed plan (milestones, deliverables, spend etc.), tracking spend against projected spend and ensure projects are delivered within budget and funds are spent within set timeframes. Where applicable use problem solving skills to identify strategies/solutions to address any deviation from the plan.  Work with the R&D Manager to undertake resource capacity planning activities including the allocation of human and physical resources to projects, and identifying resource gaps and recommending strategies to address them (recruitment, sub-contracting etc.).
4.	Risk Management. Coordinate and support PNDC risk management by working with relevant parties to ensure that risk registers are maintained and actions to mitigate risk are identified and followed through. This will include identifying and making recommendations, for improvement and providing specialist advice on professional guidelines. Where appropriate, escalate risks to the PNDC risk register.
5.	IP Management. Coordinate and support PNDC Intellectual Property management including maintaining the IP register for background IP, supporting identification, protection and exploitation of foreground IP, NDA management and publication release, and advise/inform stakeholders accordingly, through the application of specialist advice.
6.	Change Management. Facilitate the change control process for projects where the requirements for completion vary from the original plan. Help manage customer expectations throughout this process and ensure that revised plans are achievable with the resources and budget available.
7.	3 <sup>rd</sup> party management. Where 3rd party resources are required for a project, ensure these are specified, and procurement processes follows in a timely manner to enable project delivery. Manage 3rd parties engagement where required.
8.	Support for commercial and project definition activities to ensure strong project pipeline.
9.	Team management and development. Provide day to day organisational and line management. Identify development needs, and build team and individual capabilities to meet emerging requirements in conjunction with the R&D Manager who has responsibility for the technical development of the research team.
10.	Health and Safety. Ensure all appropriate health and safety policies are followed and all projects conducted in a safe manner.
11.	Contribute to the development of new and enhanced operational procedures, make a contribution to wider departmental procedures and policies and contribute to long term strategic/planning activities.
12.	Other duties as may be assigned commensurate to the grade.

## 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)

E.1 First degree or equivalent professional experience.

D.1 Project management qualification

### Experience

E.2 Substantial project management experience, with an established track record within a relevant environment e.g. research, industry, commerce, the public sector or the higher education sector

E.3 Experience of successfully managing a portfolio of projects.

E.4 Knowledge and experience of risk management.

E.5 Experience of collating, writing and presenting complex reports – financial and progress reports

E.6 Experience in managing staff and developing teams.

E.7 Experience in project management process and system development, implementation and operation.

D.2 Experience of working in, or for, the electricity supply industry.

D.3 Prince2, PMI or similar training.

D.4 Knowledge and experience of IP management

### Job Related Skills and Achievements

E.8 Proven success in planning and managing multiple project with appropriate tools.

E.9 Organised approach to action management and follow-up.

E.10 Ability to work autonomously and plan and prioritise own workload with minimal input from higher management

E.11 Proven history of leading a team and ability to co-ordinate team activities with colleagues at a range of levels across the organisation.

D.5 Knowledge of how fundamental and applied research is conducted and of related project management

### Personal Attributes

E.12 Excellent interpersonal and communication skills (oral and written), with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences.

E.13 The ability to work independently, with minimum supervision, and as part of a small team.

E.14 Enthusiastic self-starter and able to work to deadlines, with a customer focus.

E.15 The ability to influence a variety of stakeholders

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter as a single document 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 Alan Dunn, Power Network Demonstration Centre, [alan.dunn@strath.ac.uk](mailto:alan.dunn@strath.ac.uk).

### Probation

Where applicable, the successful applicant will be required to serve a 9 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.

**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.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above

### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr)

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2016