

Job Description

General Details

Job title:	Programme Manager (RIIS17/04RI)
School/Service:	Research, Innovation and Impact Services
Normal Workbase:	Stoke campus
Tenure:	Fixed term until April 2022
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 7
Date Prepared:	September 2018

Job Purpose

To manage the day to day activity of project activity and provide a support service in project planning and project management systems to meet contractual and University policy in the delivery of externally funded projects. As such the Programme Manager is responsible for the facilitation and delivery of a portfolio of externally funded projects. Working in collaboration with project leads, the post holder ensures that realistic project plans are developed and maintained and that regular and accurate communication is provided to the project lead, partners and stakeholders. The post holder identifies, assesses and manages risks to ensure the successful delivery of projects and takes appropriate action where performance deviates from agreed tolerances. The post holder ensures that project deliverables are completed within agreed cost, timescale and resource budgets, and are signed off.

Relationships

Reporting to:	Head of Project Delivery
Responsible for:	N/A

Main Activities

- To undertake project planning and the day to day project management activities of key externally funded cross University projects (e.g., Erasmus, KTP, ESIF, ERDF).
- To develop and maintain project management systems and procedures of projects in line with individual audit and reporting regulations
- To support the Head of Project Administration in contributing to the design and implementation of new project management, administrative and financial systems and processes
- To monitor project and programme delivery against key performance indicators and impact targets and provide regular reporting on progress to the Head of Project Administration and SMT.
- To co-ordinate claim and monitoring information as required by external funding bodies
- To organise project planning, management and review meetings as part of day to day management of project activities
- Work collaboratively with Finance to monitor all budgeted project expenditures.

- To assist with budgeting activity for external projects
- To support knowledge exchange and research impact related activities
- To provide assistance to Schools in project planning activities, supporting the development of project management systems and procedures in line with individual project contractual requirements.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder may be required to travel nationally and/or internationally in the course of their duties.

Within the context of the main activities extended working hours may be required in line with the needs of the service and therefore a flexible approach will be required.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.