



## 1 Advertisement

**Post Title:** Senior Project Manager (Ion Quantum Technology Group)

**School/department:** Mathematical and Physical Sciences/Physics and Astronomy

**Hours:** Part time hours considered up to a maximum of 0.5 FTE

Requests for flexible working options will be considered (subject to business need).

**Contract:** Fixed term initially for 12 months, with possibility of extension

**Reference:** 7623

**Salary:** starting at £34,304 to £40,927 per annum, pro rata

**Placed on:** 4 January 2022.

**Closing date:** 3 February 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** 14 February 2022 or soon thereafter.

**Expected start date:** 1 March 2022 or as soon as possible thereafter .

Applications are invited for a Experienced project manager with a record of successfully project managing large projects ideally with technical background and with a record of working independently.

The salary offered will be appropriate to the qualifications, standing and experience of the successful candidate.

You can find out more about the group at:

<http://www.sussex.ac.uk/physics/iqt/>

Please include with your completed application form a CV, cover letter, the contact details of three referees and a document explaining how you address each of the person specifications criteria.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

*Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.*

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please find further information regarding the school/division at [www.sussex.ac.uk/mps](http://www.sussex.ac.uk/mps)

## 3. Job Description

Job Description for the post of:	Senior Project Manager (Ion Quantum Technology Group)
<b>Department:</b>	Physics and Astronomy
<b>Section/Unit/School:</b>	Mathematical and Physical Sciences
<b>Location:</b>	Pevensey 2
<b>Grade:</b>	Grade 7
<b>Responsible to:</b>	Prof Winfried Hensinger through to Head of School and School Administrator

### Role description:

Accomplish project objectives by planning project activities; evaluating implementation and progress of project. Experienced project manager with a record of successfully project managing large projects ideally with technical background and with a record of working independently

### PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to develop an initial project plan, including scope, resource plans and costs of an implementation project based on the outcomes from an initial feasibility project. Get the project plan through initial approval.
2. Provide the day-to-day leadership and management of project, through all aspects of the project life cycle, co-ordinating project members, managing team members in a matrix environment and liaising closely with the project sponsor.
3. Work with key stakeholders across the institution, manage the key communications for the project, liaising with project team members and internal and external stakeholders.
4. Undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.

### KEY RESPONSIBILITIES

1. **Deliver and lead the project lifecycle**
  - 1.1. Within the scope of the project, manage all aspect of the project lifecycle including; scope, timelines, resources, budget, risks and issues, relationships, training and communication

- 1.2. Develop and implement a rigorous planning and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

## **2. Project Leadership and management**

- 2.1. Ensure project managed in line with agreed project management methodology
- 2.2. Coordinate project, service and business readiness activities
- 2.3. Work with the project team and project office support colleagues, to deliver the project objectives, coaching and guiding as needed, manage the team members in a matrix environment. This will include project induction, coaching, guidance and training to project team members to ensure the effective implementation of the project.
- 2.4. Work with stakeholders ensuring delivery to project specification

## **3. Stakeholder Engagement**

- 3.1. Identify and manage project dependencies; work closely with subgroups and project partners to identify priorities and jointly ensure that the most appropriate way is found for the priorities to be met.
- 3.2. Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.
- 3.3. Ensure stakeholder training is considered as part of the project plan and undertake all necessary stakeholder training.

## **4. Procurement and contract management**

- 4.1. Undertake project procurement activity
- 4.2. Manage supplier contracts connected to the project delivery

## **5. Additional tasks and detailed explanation of responsibilities**

- 5.1. Project management of research grants, including creating of detailed plans and project monitoring
- 5.2. Create and monitor mitigating risk strategies for funded projects with assistance of PhD students and staff
- 5.3. Assist in the project management of PhD students, create project plans and monitor progress
- 5.4. Assist in the annual review of PhD students assuring that deadlines of the department / doctoral school are met and that documents are submitted incorporating all required information by the relevant deadline in close collaboration with relevant doctoral students, relevant PDRAs and the PhD supervisors

- 5.5. Create a group research strategy and project planning and link up with project planning for individual staff and students
- 5.6. Create and monitor mitigating risk strategies for the doctoral annual review in collaboration with PhD students
- 5.7. Create a schedule for project reports for grant applications
- 5.8. Facilitate the writing of project reports in collaboration with PhD students, PDRAs and project PIs
- 5.9. Create budgets for individual experiments and monitor budgets derived from relevant school and research grant budgets
- 5.10. Play an active role in financial forecasting and budgeting
- 5.11. Aid in the approval of invoices via the agresso system (or equivalent)
- 5.12. Create powerpoint slides for presentations sourced from PhD students and PDRAs
- 5.13. Create image library for the group and keep it updated
- 5.14. Help with major procurement tasks
- 5.15. Researching best practise in interviewing PhD students and postdocs
- 5.16. Understanding best practise in recognizing merit in prospective staff
- 5.17. Creating materials for recruitment of PDRAs and PhD students
- 5.18. Aid in the preparation of research grant applications
- 5.19. Oversee the smooth running of the Project Management aspects in collaboration with the PI
- 5.20. Maintain and develop the detailed project time-lines in collaboration with work-package leaders at all sites of collaborative projects
- 5.21. Actively monitor the project schedule (including tasks, deliverables, and risks)
- 5.22. Develop and maintain risk register and report on any major risks to the PI
- 5.23. Analyse the progress of the Project and make recommendations for actions to overcome problems or mitigate risk factors.
- 5.24. Establish and maintain suitable on-line project collaboration tools e.g. wikis, document databases, email lists etc.
- 5.25. Communicate with and negotiate with representatives of collaborating institutions on Project Management issues.
- 5.26. Independently prepare reports on the Project status for the funding agency working together with relevant project participants
- 5.27. Instruct partners in the usage of Project Management tools to produce e.g. Gantt charts, Pert Charts and the interpretation of these. This would involve sign-posting to existing resources.

- 5.28. Assist in the smoothing running of project meetings (maintaining schedule, drafting and circulating agenda, minutes, publicising and monitoring action item lists)
- 5.29. Logistical organisation of workshops, outreach events and scientific meetings (agenda, invitations, room bookings, travel arrangements)
- 5.30. Help with carrying out dissemination activities (events, press releases, www pages, etc.)
- 5.31. Maintain high level governance documentation including: Grant Agreement, Consortium Agreement
- 5.32. Maintain general documentation associated with the project: minutes, documents, reports, academic papers, etc..
- 5.33. Liaise with the University of Sussex Research Finance team on financial aspects of the project.
- 5.34. Coordinate the circulation, review and dissemination of scientific reports and papers
- 5.35. Regularly meet with the PI and other project stakeholders

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

#### **INDICATIVE PERFORMANCE CRITERIA**

- Leading a team of 25 students and staff
- Manage a budget of >£1M
- Responsible for numerous oversight of labs and equipment
- Responsible for the achievement of targets.
- The post holder reports to the Head of Group, working under general direction within a clear framework the post holder will manage their own work (and possibly their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Group's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

#### 4. Person Specification

SKILLS / ABILITIES	Essential	Desirable
Skills, experience and training in project management and project management tools.	X	
Ability to work individually on own initiative and without close supervision, and as part of a team.	X	
Ability to exercise a degree of innovation and creative problem-solving	X	
Strong oral and written communication skills, and interpersonal skills	X	
Highly developed organisational skills	X	
Proven writing skills	X	
Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.	X	
Ability to build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.	X	
Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.		X
Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.	X	
Analytical skills with the ability to assess data, generate effective solutions and make effective decisions	X	

KNOWLEDGE	Essential	Desirable
Excellent ICT knowledge, including a good working knowledge of project management software, word processing, spreadsheets, databases, internet, email and basic website editing	X	
Knowledge in using Powerpoint or aptitude to learn fast	X	
Good knowledge of financial planning software and tools or aptitude to learn fast	X	

**EXPERIENCE**

Essential

Desirable

Postgraduate qualification in a science, or other equivalent qualification, or level of experience		X
Post Graduate Project Management qualification at diploma level or equivalent.		X
Proven record in project managing large projects	X	
Proven record in project managing large technical projects		X
Experience of developing new systems and procedures	X	
Record of aiding the writing of grant applications		X
Excellent record-keeping and report-writing skills and ability to write documents and make presentations clearly with appropriate logical structure, description and explanation, and good layout and presentation.	X	

**PERSONAL ATTRIBUTES AND CIRCUMSTANCES**

Essential

Desirable

Undergraduate degree, Masters or PhD		X
Project management certification		X
Experience of administration or project management of Innovate UK Programme(s)		X
Experience of on-line collaboration tools		X
Experience of budget management		X
Evidence of a high degree of personal initiative and commitment to self development	X	
Being comfortable working both as part of a team, and independently	X	
The ability to prioritise and meet tight deadlines	X	