

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
FACULTY OF SCIENCE AND ENGINEERING
DEFENCE MATERIALS CENTRE OF EXCELLENCE (DMEx)
PMO PROJECT COORDINATOR
VACANCY REF: SAE-030899

Salary:	Grade 5 £32,080 - £36,636 per annum depending on relevant experience
Hours:	35 Hours per week
Duration:	Fixed term 30 months
Location:	Manchester
Reports to:	DMEx Tasking Delivery Manager

Enquiries about the vacancy, shortlisting and interviews:

Name: Len Williamson

Email Len.williamson@manchester.ac.uk

Overall Purpose of the Job:

The Project Coordinator will support the Project Management Office (PMO) for a Dstl funded Research Centre, The Defence Materials Centre of Excellence (DMEx). The post will be based in the Faculty of Science and Engineering, Oxford Road.

The role is centred on managing a portfolio of research projects through pre-award/contracting (project setup) and into active delivery. This includes coordinating all tasks required before a project can begin such as documentation, due-diligence checks, approvals and contracting followed by monitoring project progress once work is underway.

The Project Coordinator will be the primary point of contact on a wide range of administrative aspects, including coordinating activity across project technical areas, project meetings, review meetings, resource monitoring, organising engagement events and workshops, internal and external communications and dissemination activities.

You will be working in a unique, enriching team environment, the team is growing from two Project Coordinators to five. Reporting directly to the DMEx Tasking Delivery Manager, you will be instrumental in supporting a novel research centre in a new area of defence research with national impact and significance.

Successful candidates may be required to undertake Baseline Personnel Security Standard checks and potentially undergo Security Clearance.

Due to the nature of this clearance, candidates will need to have sole UK nationality. DMEx has an ethnically diverse team of UK nationals.

Key Responsibilities, Accountabilities or Duties:

The postholder will be responsible for the following:

- Support tracking of high-volume research activity funded through the centre, working with internal and external staff to monitor project progress.
- Actively participate in review meetings of projects, presenting information to the project team (including external partners) on project finances and progress against the project management plan and associated risks.
- Provide non-financial project administration such as project files setup, formal acceptance, monitoring reporting requirements and project changes, in association with Research Support teams.
- Lead and manage the information flow between PMO Operations team, DMEx partners and the rest of the University, and with external collaborators, responding to requests for information as required.
- Deputise in representing the Tasking delivery Manager at committees and meetings, providing professional secretarial support and ensuring follow-up and resolution of any actions.
- Collaborate with project personnel and external partners, overseeing support for resource planning, recruitment to the centre, organization of project events, meetings, and coordinating reporting activities with project members and partners.
- Use internal and external sources and systems to gather and organise information on research activity for presentation to others.
- Responsible for completing a range of administrative tasks including SharePoint organisation, website maintenance, management of events and workshops, preparation of reports and any travel organisation.
- To develop and maintain databases and other sources of information, ensuring these are accurate and up-to-date.
- Act as first point of contact for enquiries relating to the Centre and escalating/resolving enquiries as appropriate.
- Taking the initiative in responding independently to a range of non-standard written and verbal communications received by the Centre, including a range of material that is often highly confidential and sensitive in nature,
- Lead on coordination and updating of information documents (e.g. marketing materials, website content, research brochures) as required, including liaison with internal and external design/print suppliers and ensuring best value.
- Plan and manage procurement of items for the team, such as IT equipment, event and marketing materials and other items as required.
- To undertake any other duties consistent with the grade of the role, as advised by the role line manager.

General:

- Undertake the above duties in accordance with the requirements of the University's equality & diversity policy, health & safety policy, and its financial regulations
- Maintain confidentiality of information in line with data protection requirements and University policy
- Contribute to the University's agenda for social responsibility, including sustainability
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- Regularly review working practices to ensure optimal service and delivery

The University of Manchester is an evolving organisation and the appointee will therefore be expected to demonstrate flexibility and adaptability to meet its developing needs.

PERSON SPECIFICATION

Please detail how you meet the Essential and Desirable Criteria in your supporting statement, please structure your supporting statement with reference to these. Candidates can follow the bullet point format below.

Essential Knowledge, Skills and Experience:

- Educated to degree level or equivalent, or substantial relevant experience, with English and Maths at GCSE standard or equivalent.
- Excellent organisational skills with a demonstrable ability to prioritise and manage conflicting priorities.
- Excellent interpersonal and communication skills with the ability to build rapport and influence a range of stakeholders both internal and external
- Experience in editing and maintaining web-based shared spaces.
- Able to work independently using well developed initiative under minimal supervision, recognising when advice/input needs to be sought.
- Strong numeracy skills along with an understanding of budgeting and confidence in interpreting and presenting financial information.
- Experience of working with University research projects and with administrative and financial systems such as Pure, Oracle,
- A commitment to working collaboratively, flexibly and effectively with colleagues.
- Experience and understanding of processes within a complex organisation.
- Experience of servicing committees (minute taking, coordinating the production of papers, devising agendas and progressing action points).
- Implementing and maintaining efficient systems and procedures.
- Demonstrable IT skills including fluency with Microsoft Office.
- Willing to learn and develop and undertake further training as required.
- Ability to maintain confidentiality at all times and work with sensitive data in a secure manner, observing data protection legislation.

Desirable Knowledge, Skills, Experience and Qualifications:

- Previous experience of administrative support in research administration
- Experience of working effectively with academic and professional services colleagues and with external partners.
- Knowledge of the University's organisation, governance and strategic objectives.

General

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality s& Diversity.
- To maintain confidentiality of information in line with data protection requirements and University policy.
- To contribute to the University's agenda for social responsibility, including sustainability.