

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

PROFESSIONAL SERVICES

DIRECTORATE OF RESEARCH & BUSINESS ENGAGEMENT

MANCHESTER INFORMATICS

ERDF GREATER MANCHESTER CYBER FOUNDRY PROJECT MANAGER

VACANCY REF: PSX-016058

Salary: Grade 6 £32,816 to £40,322 per annum (according to relevant experience)

Hours: 1 FTE

Duration: ASAP until 30 September 2021

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Manager: Sarah Barton

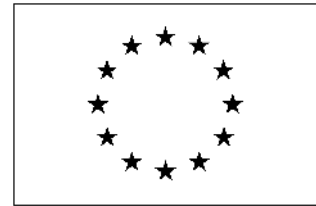
Email: sarah.barton@manchester.ac.uk

Overall Purpose of the Job:

The post holder will be responsible for managing all operational aspects of the University's Cyber Foundry project activities, ensuring key project milestones are met and coordinating successful delivery to project stakeholders.

Details of the GM Cyber Foundry project

The focus of the Cyber Foundry project is to increase the innovation and innovation capacity in SMEs through the adoption of cyber security to enhance or develop new products and services. A further aim is to stimulate the demand for cyber security service and product demand within



the regional industrial base. The Cyber Foundry creates and supports a self-sustaining SME cyber security ecosystem based on National Cyber Security Centre (NCSC) recommended good practices.

Through raising awareness and supporting business strategy development, this project unlocks the economic potential of cyber security in the Greater Manchester area, driving economic growth and productivity in small to medium sized enterprises (SMEs) through the application of cyber security research and Innovation to a range of business products and services.

Key Responsibilities, Accountabilities or Duties:

- Developing, coordinating and supporting the activities of the University in the GM AI Foundry ERDF project.
- Responsibility for liaison on behalf of the University with other AI Foundry partners (University of Lancaster, University of Salford and Manchester Metropolitan University).
- Developing and maintaining excellent communication between all members of the projects including researchers, academic staff and SMEs.

Project Management:

- Liaise with other AI Foundry partner organisations as necessary to complete the project objectives in a timely manner. As UoM lead on the project operational group, organising and participating in regular project level research, management and finance meetings with internal and external attendees including GM Cyber Foundry Operation Board, and GM Cyber Foundry project managers' meeting. Devising the agenda, minuting and disseminating appropriately, and keeping track of actions.
- Organising and running successful events, including workshops and conferences involving academics, SMEs and other stakeholders.
- Facilitating match-making between academic and SME partners and fostering demonstrable and documented collaborations.
- Supporting dissemination of best practice and results to academic and industry audiences
- Lead progress reviews with UoM project academics and research staff, and manage reporting; collating and analysing project performance indication (e.g progress against milestones), responding to project deadlines as required and assisting the project Principal Investigator (PI) to meet the funder's reporting requirements
- Partnering and collaborating with internal business engagement & knowledge exchange colleagues in industry facing activities. Supervise the work of one level 4 Cyber Security Project admin staff member (0.5 FTE) to ensure timely and correct completion of administrative tasks including monthly claim paperwork and advise PI on management of project RA staff.



SME Recruitment

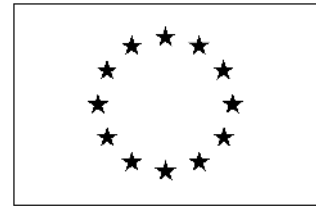
- Manage the process of recruiting SMEs onto the project, ensuring the required numbers are registered for each stage of the project, specifically:
 - Meeting SMEs for recruitment
 - Preparation of ERDF-compliant SME recruitment diagnostics documentation
 - Assessment of SME suitability and readiness for tech. assists
 - Preparation of ERDF-compliant SME tech. assist documentation
 - Input and update of SME leads through the pipeline into project SalesForce
 - Management of Internal Business Development Manager(s) for SME recruitment, and external Lead generation company
 - ERDF-compliant Recruitment of UoM technical assist delivery team or consultancy equivalent, liaising with UoM procurement office.
 - Management of UoM tech. assist delivery team or consultancy equivalent
- Production/updating of UoM state aid methodology.

Financial Management

- Manage finance accounts related to the Cyber Foundry project) to ensure maximum value is achieved for the resources available from the project, managing the balance between funding from ERDF and UoM match funding in accordance with the overall project budget
- Review financial statements and spending projections on a regular basis in collaboration with the PI
- Manage financial reporting and record project information for audit
- Provide accurate recording and tracking facility for staff employed on the project, and work with the Digital Trust & Security (DT&S) Administrator to monitor and collate timesheets for all project staff
- Manage the process of purchasing equipment and consumables in compliance with University policy and the procurement policies outlined in the project brief
- Administer and process fees and expenses forms related to the project.

General

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity
- Maintain confidentiality of information in keeping with general data protection requirements and University policy.
- Comply with health and safety requirements, including having an awareness of personal responsibilities to maintain a safe working environment.



Details of the GM Cyber Foundry project

A Cyber Security research consortium was formed by the Greater Manchester Combined Authority (GMCA), Manchester Metropolitan University (MMU), the University of Manchester (UoM), and the University of Lancaster and the University of Salford to lend business assistance to developing SMEs in Greater Manchester and the North West (the Cyber Foundry project).

The focus of the Cyber Foundry project is to increase the innovation and innovation capacity in SMEs through the adoption of cyber security to enhance or develop new products and services. A further aim is to stimulate the demand for cyber security service and product demand within the regional industrial base. The Cyber Foundry creates and supports a self-sustaining SME cyber security ecosystem based on National Cyber Security Centre (NCSC) recommended good practices.

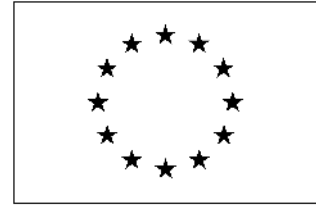
Through raising awareness and supporting business strategy development this project unlocks the economic potential of cyber security in the Greater Manchester area, driving economic growth and productivity in small to medium sized enterprises (SMEs) through the application of cyber security research and Innovation to a range of business products and services.

The consortium is involved with the newly established GMCA Cyber Innovation Centre to deliver innovation support to 150 SMEs to identify their cyber security needs and explore how these could best be addressed and to deliver more intense, technical interventions for a smaller group of SMEs.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

- Educated to degree level (or equivalent).
- Relevant experience, including successful outcomes, in a similar work environment.
- Demonstrable Project Management experience and of delivering complex projects to strict deadlines.
- Experience of budget planning and financial management skills for large projects.
- Proven experience of coordinating with multiple organisations and ensuring effective communication, knowledge elicitation, sharing of objectives and resources.
- Highly developed inter-personal skills necessary to build and maintain effective working relationships with a wide range of academic staff, external partners and industry stakeholders.
- Self-motivated and tenacious; proven ability to work independently and effectively within teams to achieve timely and valued objectives



European Union

European Regional
Development Fund

- Effective time management skills including the ability to adhere to internally and externally agreed timelines
- Event management experience
- Good presentation and writing skills
- Excellent IT skills (MS Excel, Word, PowerPoint, Outlook & databases).

- Desirable Knowledge, Skills, Experience and Qualifications:
- Familiarity with cyber security research
- Prince II or similar project management qualification
- Experience of Intellectual Property exploitation
- Prior experience with European Project management, particularly ERDF.
- Experience of working with SME partners