Job Description: Project Manager

Post title and post number	Project Manager
College/Budget Centre	University of Birmingham Enterprise Limited
School/Department	
Full time/Part time	50%
Duration of the Post	3 years
Salary	£40,000 pro rata (£20,000)
Additional information	
Terms and Conditions	Administrative and Other Related
Closing Date	
Job Family Framework	Managerial and Administrative
Grade	7

Job summary

To manage the Timing Applications project within the Quantum Technology Hub in Sensors and Timing (QT Hub) and make contributions to the QT Hub as part of the programme team.

Organisation chart

This role will liaise with staff across University of Birmingham's Engineering and Physical Sciences College and staff at National Physical Laboratory, and potentially industrial collaborators, to ensure smooth delivery of the project.

Main duties

1. Manage the Timing project within QT Hub through the provision of significant and high level project management support and make contributions to the QT Hub as part of the programme team.
2. Draw up project plans, including key performance indicators, identifying milestones as appropriate.
3. Review and audit progress on projects to improve effectiveness, efficiency and delivery on key performance indicators and milestones.
4. Report on project progress, including preparation of reports, eg financial or other regular progress reports to internal and external stakeholders and presenting to Project Boards and other key stakeholders.
5. Provide executive support to Project Boards, work streams and working groups as required; setting agendas, collating and distributing papers and minutes and ensuring follow up action is taken.
6. Appropriately assess and escalate issues and risks, including monitoring risk registers.
7. Stakeholder management, ensuring effective liaison with project partners, funders, Project Boards as appropriate.
8. Manage project resources efficiently and effectively, and ensure project documentation is maintained.
9. Develop and deliver communication strategy for the project(s)
10. Milestone tracking – deliver agreed deliverables against timelines
11. Maintain an up to date knowledge of project management methodologies
12. Analyse and develop insights from the data to inform evaluation and review of projects
13. Promote equality and values diversity acting as a role model and fostering an inclusive working culture.

Required Knowledge, Skills, Qualifications, Experience

- Qualified to Degree level (or equivalent).
- Substantial experience of project management, preferably in an academic or low-mid TRL research setting.
- Experience of managing staff to deliver high-quality support.
- Excellent IT skills, with working knowledge of standard Microsoft Office software and using custom systems and databases.
- Substantial project management experience

Dimensions

The role will manage the Timing Applications project within the QT Hub and the budget for the project.

Planning and organising
The role manages a project which is for 3 years within a 5 year program. They need to forward plan, create project delivery plans, evaluate and review progress, reporting to internal and possibly external stakeholders, and manage self and as appropriate others to deliver project outcomes.

Problem solving and decision making
This role will be expected to devise and deliver project plans, and consider and recommend improvements and enhancements to project plans by reviewing progress, assessing and escalating risks. The focus of the role is on delivery of the project(s). The role will operate within constraints set by project leads, project boards and the programme manager.

The role will take the day-to-day operational decisions relating to the project delivery, and will support Project Boards in reaching informed decisions about the project delivery.

Internal and external relationships
The role is a key liaison and co-ordination role on the QT Hub Timing Applications project, so will have a range of internal and external stakeholders.
- Internal members of the Project Board
- External stakeholders such as funders
- Team members
- Other Professional Services colleagues, such as Finance, HR etc.