THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF SCIENCE & ENGINEERING

HENRY ROYCE INSTITUTE

PROJECT MANAGER – NATIONAL RESEARCH FACILITY IN X-RAY COMPUTED TOMOGRAPHY

VACANCY REF: SAE-015544

Salary: £32,816 to £40,322 per annum (depending on experience)

Hours: Full time

Duration: Starting as soon as possible until 30 June 2023

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:
Name: Dr. Jess Shaw, Royce Project Manager
Email: jessica.shaw-3@manchester.ac.uk

BACKGROUND

The Henry Royce Institute at The University of Manchester has recently been chosen by the EPSRC to establish a National Research Facility in Laboratory–based X-ray Computed Tomography (NXCT). With its hub based in Manchester, the NXCT will have spokes at the universities of Southampton, Warwick and UCL, which together will provide a user-focused facility delivering X-ray Imaging to serve both UK academia and industry.

The facility will deliver several hundred user projects per year in a diverse range of sectors, including: life sciences, engineering, materials science, geology and cultural heritage. As well as establishing ourselves as a world-leading facility, it is our mission to expand the uptake of X-ray Imaging for the benefit of UK plc. This includes reaching out to new users and communities to deliver a service that will support their needs from the design of the experiment, through to acquisition of X-ray CT data, and then visualisation and quantification of the results.
Overall purpose of the role:

The Project Manager will be responsible for the central administration and financial management of NXCT. Working directly to the Principal Instrument Scientist and closely with the Directors and partner Co-Directors, they will manage access applications from users, fielding and directing enquiries appropriately and compiling reports on user experience and outputs. The Project Manager will also be responsible for monitoring and reporting on KPIs to ensure compliance with funding and contractual requirements, and will provide secretariat support to the facility’s Boards and Committees. During the ramp-up period, their initial focus will be on implementing operational procedures, equipment procurement and staff recruitment.

The post holder will be organised, with proven planning and communications skills and will be a key member of the team, essential to the successful delivery of the facility. They will be expected to manage their time and prioritise tasks with minimal supervision, demonstrating a high level of self-motivation.

Key Responsibilities, Accountabilities or Duties:

The NXCT and the Henry Royce Institute are evolving, dynamic organisations and the appointee will therefore be expected to demonstrate flexibility and adaptability to meet their developing needs. The indicative range of duties is expected to include, but is not limited to, the following:

Facility management

- Implement and coordinate operational procedures across the facility nationally, ensuring these are communicated to all staff.
- Set up and manage user application procedures (including a service level agreement between partners) and systems.
- Act as a contact point for approaches for facility access from all users (HEIs, RTOs, industry etc.). Oversee user projects, facilitating discussions with technical staff to agree proposals for work.
- Ensure facility users have in place the relevant contracts and documentation, e.g. Non-Disclosure Agreements, De Minimis State Aid Declarations.
- Maintain good working relationships with NXCT partners and users, actively promoting the facility and its services.
- Coordinate recruitment exercises and implementation of other HR processes and procedures.

Strategic planning and reporting

- Monitor and analyse usage data to review the financial and scientific impact of the facility, including delivery of the service level agreement and progress towards the KPIs. Regularly report on this to senior staff and the Boards.
- Contribute to, and manage the delivery of, reports in line with funding body and contractual requirements, participating in regular project and financial review meetings as required.
- Communicate and report on facility outputs through e.g. impact case studies.
• Work closely with Research Support Services to provide oversight throughout the lifecycle of the grant, ensuring the grant is appropriately established, coordinated and monitored.
• Maintain a close working relationship with the funder and other relevant external bodies, keeping abreast of changes in funder policies and procedures.

Financial management

• Manage the facility budget. Lead on financial planning and take responsibility for the day-to-day management and monitoring of expenditure, ensuring spend meets eligibility criteria.
• Contribute to the regular finance reports required by the external funders.
• Support the procurement of equipment through the management of tendering processes and engagement with academic, technical and procurement staff.
• Work with finance staff to complete TRAC (transparent approach to costing) costing of the equipment and services.

Board secretariat

• Organise board and committee meetings.
• Prepare papers and maintain accurate minutes and records of meetings and follow-up actions.
• Provide general administrative support.

Communication and outreach

• Be responsible for effective internal communication and collaboration between staff at all NXCT partners.
• Ensure the website content remains up-to-date.
• Coordinate and organise seminars, symposia, exhibitions and workshops.
• Monitor and review opportunities for educational and outreach activities for the facility.

Other

• Maintain confidentiality of information in line with data protection requirements and University and NRF policies.
• Undertake the above duties in accordance with the requirements of the University’s and NRF’s equality & diversity policies, health & safety policies, and their financial regulations.
• Assist the Principal Instrument Scientist, Directors, Henry Royce Head of Operations and other senior management staff in other aspects of the project as required, undertaking any other duties commensurate with the grade.

PERSON SPECIFICATION

• Degree (or an equivalent qualification) in physical sciences, engineering or related discipline, or significant vocational experience in a scientific or research environment.
• Excellent project management skills.
• Track record of working on complex, multi-disciplinary projects with multiple partners, managing process involving numerous users, customers or stakeholders.
• Understanding of the operational processes in higher education.

• Finance management skills, with experience of budget management and the ability to interpret financial information.
• Strong understanding of the principles of full cost recovery analysis and of TRAC costings.

• Experience of writing and editing scientific/technical proposals and reports.
• Strong interest in science communication and administration.
• An ability to develop an understanding of the work undertaken by the facility and to therefore communicate its research objectives to stakeholders.

• Proven analytical and IT skills, including advanced use of Microsoft Office packages.
• Effective communication and interpersonal skills (both orally and written) with an ability to network and build partnerships with a wide range of people at all levels.
• Experience of handling confidential information and communications sensitively.
• The ability to work strategically with minimal supervision, and to solve operational problems through the use of initiative and innovation.
• The ability to work accurately and precisely under pressure to deliver to strict deadlines.

Desirable Knowledge, Skills and Experience:

• Postgraduate degree in a relevant physical science or engineering discipline.
• A Project Management qualification.

• Knowledge of X-ray Imaging.
• Experience of working in the Advanced Materials sector.

• Line management experience.
• Experience of equipment procurement and the associated tendering processes.