

JOB TITLE: PROJECT MANAGER (FIXED TERM, PART-TIME)

REPORTS TO: DIRECTOR OF THE CIRCULAR ECONOMY CENTRE (CEC)

Background

The Circular Economy Centre's (CEC) mission is to become a leading international source of original and seminal research, expertise and knowledge on the circular economy and the particular policy and business contexts within which this system operates. The Centre aims to become one of the leading hubs on the circular economy, synthesising shared research objectives and initiatives by both academic inputs as well as practitioners.

The role

The role holder will manage a grant-funded research project in collaboration with two European academic institutions and four European partner organisations, proactively assessing the opportunities where the Internet of Things (IoT) may act as an enabler of circular economy. They will co-ordinate the work of the Cambridge research team, all interactions with external partners, suppliers and beneficiaries of the research, periodic financial and academic reporting to the grant funder, and coordinate a series of secondments, with up to two individuals seconded to Cambridge and an unlimited number of Cambridge researchers seconded to partner organisations at any one time.

The Project Manager reports to the Director of the Circular Economy Centre and is responsible for the overall management of the project. They will be the main point of contact for CEC team members, Cambridge Judge Business School (CJBS) grants team, the funding body, European project partners representatives and secondees. The role holder will co-ordinate all operational matters from the project through to its completion in conjunction with the Director and the European partner organisations and ensure compliance with funder deliverables, milestones, and reporting. Professional delivery of this service will ensure an ongoing successful relationship with the funder, growth of the research centre, as well as development of practitioner and academic networks to secure the position of the CEC among its academic peers, practitioner partners/beneficiaries and potential donors.

Main responsibilities

Project management

- Plan, manage and deliver logistics for Cambridge Judge employees/students as well as consortium members who are seconded to Cambridge, resource allocation.
- Liaise with the HR and Facilities teams.

- Stakeholder communications including organisation of contracts (including visa/border agency information/internal agreements), organisation of team meetings, set up of digital filing system/cloud space for document sharing.
- Production of reports/deliverables/presentations including revision/updating of management plan, updating of live deliverable documents which give contributors clear guidance as to the scope of their research and input and to assist with progress checking/communication to stakeholders.
- Proof-reading provision and branding supervision.

Strategic planning

- Identification of suitable Cambridge secondees in collaboration with the Principal Investigator (PI) and internal premium-fee programme project managers, a tender process would be followed if there was an abundance of applicants to identify best fit.
- Manage the "plan of action" according to the input required for the deliverables and secondment timetable both for those visiting Cambridge Judge Business School on secondment from the consortium partner organisations and those on secondment from the Cambridge Judge team.
- Supervise progress of work, identifying any risks/contingency plan if required.
- Represent the University at all meetings where operational matters are discussed to ensure that the project is progressing to time and to plan forthcoming strategy for the next stage(s) of the project.

Financial management

- On behalf of the PI, the role holder will manage and monitor the budget for the project in liaison with the CJBS grants team.
- Advise the PI should risk of overspend occur.
- Manage of payments/expenses, purchase orders and invoices in line with University financial procedures.
- Preparation of periodic and final financial reporting for submission to the University Research Operations Office and the consortium.

Project reporting

- Manage and coordinate all aspects of post-project review.
- Maintain and report efficient records of project data.
- Report as required on media related matters to internal Corporate Communications & Marketing team and externally to the wider University press team.
- Identify and report on research impact, feeding data analysis back to other project managers to promote best practice and collaboration.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Relevant degree (or equivalent to masters level) or appropriate professional experience.

- Proven track record of project management.
- Excellent planning and time-management skills.
- Experienced administrator.
- Ability to communicate effectively with senior professionals, VIPs and external stakeholders
- Ability to take the initiative and think creatively.
- Experience of proof-reading and report production.
- Excellent oral and written communication skills, as well as excellent networking skills, at all levels.
- Evidence of team working skills.
- Highly developed customer service skills and a willingness to go the extra mile.
- Excellent attention to detail and ability to maintain accuracy.
- Ability to manage multiple tasks effectively at the same time; organisational, administrative and problem solving skills.
- Computer literate with experience of Microsoft Office products.
- Good team player, with flexibility, determination and creativity and capable of fitting into a small, hard-working team.
- Ability to deal sensitively with difficult situations, using tact and diplomacy.
- Willingness on occasions to work outside standard hours and in different locations.
- Effective team worker as well as being able to work independently.

Benefits

This is a part-time position working 11.25 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays (pro-rata for part time). The salary will be in the range £31,406-£40,927 per annum (full-time equivalent).

The funds for this post are available until 30 April 2024 in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools, and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 18 August 2022.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.