JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Scientific Project Manager</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>School of Biological Sciences</td>
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<tr>
<td>Job type</td>
<td>0.6 FTE</td>
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<tr>
<td>Grade:</td>
<td>7 (31-33 spinal point)</td>
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<tr>
<td>Accountable to:</td>
<td>Professor Mark Brown</td>
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### Purpose of the Post

This post will be within the School of Biological Sciences managing the EU H2020 PoshBee project led by Professor Mark J F Brown

The post holder will be responsible for many tasks that will vary in accordance with the requirements of the PoshBee project

### Key Tasks

The main responsibilities associated with this post are:

- work directly with Professor Brown and coordinate with RHUL Finance and Research & Enterprise Offices
- compile all relevant administrative and financial information from partners within each Work Package (there are 12), and produce a running overview for each WP at regular intervals
- produce, together with Professor Brown, 4 project reports to be submitted to the European Commission (covering 4 reporting periods ending at implementation months 18, 36, 54, 60), and to upload these to EC reporting systems
- manage reporting by all WPs through standardized reporting templates and systems, and track progress towards specified milestones and deliverables (incl. providing a running overview to WP leaders at regular intervals)
- implement timely responses to risks/issues raised/reported by WP leaders
- together with RHUL Finance, monitor the financial reporting process, providing support to all 42 partner institutions to ensure compliance with the Grant Agreement, and to harmonise the format for reporting resource use across the consortium
- monitor the need for contract amendments and request these, if required, in a timely fashion to minimize delays in project implementation
- organize and attend annual general meetings, together with whichever partner is hosting any given AGM
- manage (incl. booking and refunds) attendance at AGMs by stakeholder groups
- prepare for and attend mandatory project review meetings in Brussels (or at AGMs, where appropriate)
- take minutes at project meetings, where appropriate
• coordinate and plan research events and conference attendance (incl. booking) for the RHUL research team
• provide administrative support for activities (incl. project correspondence and appointments for Professor Brown) and purchases related to the research project at RHUL
• liaise with other professional service departments at RHUL in relation to IT queries, security, and facility maintenance issues
• to liaise with RHUL Research Finance to resolve any financial queries
• ensure RHUL researchers complete timesheets monthly and forward signed off copies to Research Finance each quarter
• keep copies of all project invoices/receipts/credit-card transactions to be made available for audit as needed
• liaise with Research Finance to resolve financial queries on completion of internal financial reviews
• provide relevant information to Research Finance to enable production of detailed financial statements
• manage submission of financial statements by partners in a timely fashion
• train partners in management of finances and use of ECAS portal

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: The European Commission Programme Officer, all PoshBee partners, RHUL finance office, RHUL human resources