

JOB DESCRIPTION

Job Title:	CoSTAR National R&D Lab /StoryFutures Project Manager
Department / Unit:	StoryFutures
Job type	Full-Time, Permanent, Professional Services
Grade:	Grade 7
Accountable to:	CoSTAR Head of Programme Delivery
Accountable for:	CoSTAR Co-ordinators
Purpose of the Post	
<p>This project management and administrative role sits within the StoryFutures strategic business unit delivering the CoSTAR National Research and Development Lab. The post has operational responsibility, working with the StoryFutures senior leadership team, Head of Delivery and the Director of Operations to implement systems and processes to ensure the delivery of our work programmes in creative technology R&D.</p> <p>The post holder will support the Head of Programme Delivery and the Operations Team, as well as the PPP (pilots and prototypes programme) and E&C (Enterprise and Commercialisation) workstreams.</p> <p>The post has line-management responsibility for key operational team roles within the CoSTAR programme.</p>	
Key Tasks	
<ul style="list-style-type: none"> • Project Management of the National Lab’s internal Research and Development workpackages, working with multiple stakeholders across partner institutions, tracking progress against milestones and helping mitigate risks to timeline and budget. • Manage the CoSTAR budget and cost monitors, under direction of Head of Delivery to ensure up-to-date, accurate data on forecast spend profile, and current budget position. • Support the Head of Programme Delivery with quarterly reporting to our funder, the AHRC (Arts and Humanities Research Council), on budget position as well as tracking progress of KPIs and milestones. • Manage day to day operational matters, including operating budgets, contracting, financial processes and proactively addressing operational matters • Maintaining and reviewing action and risk logs. • Build and maintain strong working relationships with a wide range of internal and external stakeholders including partner organisations to develop and ensure smooth operation, including legal, finance and procurement to support contracting, purchasing and others as required. 	

- Monitoring of resource allocation with reporting of any under or over utilisation to Head of Programme Delivery
- With Head of Delivery and Director of Operations ensure project compliance with project governance, funder rules, and related university standards on information security, data protection and related standards and policies
- Ensure internal and external impact and financial reporting requirements are met, taking responsibility for the maintenance and accuracy of data.
- Champion best practice and ensure CoSTAR and StoryFutures systems and processes are followed.
- Carry out project retrospectives ensuring lessons learned are fed back to the team.
- Secretariat duties for CoSTAR management team meetings, including communication of agenda and associated papers, and capturing actions.
- Line Management of Project Co-ordinators

The following list is not exhaustive but the post holder will be required to liaise with:

- Internal Communications team
- CoSTAR Network Labs
- RHUL, NFTS, Surrey University and Abertay University teams
- IT team
- Academic staff
- Other Professional Services staff
- External digital services providers
- External partners

Special Conditions

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

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

The role may include some requirement to work weekends and evenings, by arrangement.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

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Lab/StoryFutures Project Manager

Department: StoryFutures

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Degree or equivalent experience	X		
Experience of working in creative industries or universities or innovation contexts in roles that involve project management, stakeholder management, financial and administrative reporting. Including the use of project and resource management tools e.g. MS Project, Smartsheet, cost monitors, risk registers and budgets		X	Application Form/Interview
Recognised qualifications or substantial training in a project management or monitoring software package i.e., Prince2, Agile or Scrum.	X		Application Form/Interview
Experience of managing carbon budgets and/or developing/managing sustainability targets in an R&D or creative production context		X	Interview
Skills and Abilities			
Excellent written and oral communication skills	X		Interview
Experience of collaborative data management tools e.g. SharePoint, Teams, Dropbox. Client relationship management processes and systems (e.g. Sales Force, Zoho, Apptivo or large spreadsheets/databases)	X		Interview
High standard of numeracy, with a demonstratable ability to use spreadsheets of a high level of complexity to a high standard.	X		Interview
Excellent attention to detail	X		Application Form

Ability to organise and prioritise own workload	X		Interview
Ability to work to tight deadlines and manage multiple demands	X		Interview
Line Management skills including collaborative prioritisation of tasks, delegation and performance management.	X		
Experience			
Experience of working in a similar role		X	Application Form/ Interview
Experience of servicing committees and note-taking		X	Interview
Experience of working with digital organisation tools, such as MS Teams and SharePoint		X	Application Form/ Interview
Other requirements			
Ability to demonstrate patience with enquiries	X		Interview
Ability to work with change and remain effective	X		Interview
An organised and systematic approach to work	X		Interview
Ability to work and keep calm under pressure	X		Interview
Good time management skills	X		Interview
Willing and able to develop new and improve current skills, especially adeptness at learning new technologies	X		Interview
Ability to work outside of normal hours at busy times	X		Interview
Understanding and commitment to the principles of Diversity and Inclusion	X		
Clean UK Drivers Licence for work across partner organisations		X	Application Form