



## JOB DESCRIPTION

<b>Job Title:</b>	CoSTAR National R&D Lab – Head of Programme Delivery
<b>Department / Unit:</b>	StoryFutures
<b>Job type</b>	Full-Time, Permanent, Professional Services
<b>Grade:</b>	RHUL 8
<b>Accountable to:</b>	StoryFutures Operations Director
<b>Accountable for:</b>	Professional Service staff on relevant grants
<b>Purpose of the Post</b>	
<p>This is a lead project management and administrative role in the delivery of the CoSTAR National Research and Development (R&amp;D) Lab. The post holder will work with the StoryFutures directors and managers to ensure that the programme of activity is delivered effectively, that key milestones are met and that financial and narrative reporting meets the needs of the project's funders.</p> <p>The postholder will work closely with existing managers and senior leadership teams at Royal Holloway University, Surrey University, Abertay University and the National Film &amp; Television School, as well as onboarding new partners during the lifetime of the National Lab. There will also be significant interfacing with internal professional services teams.</p> <p>The role will be based at Royal Holloway, University of London, Egham campus and the CoSTAR National Lab at Pinewood Studios, with some remote working possible.</p>	
<b>Key Tasks</b>	
Work within approved financial processes and governance to enable oversight and control; closely monitor and manage project and sub-project progress including budget control, spend analysis and financial reporting to funder and project governance.	
Manage day-to-day operational matters, including programme budgets, supplier and collaboration contracting, financial processes, procurement processes and proactively addressing operational matters.	
Manage the efficient delivery of work packages, ensuring information is easily available to all relevant staff and partners.	
Ensure internal and external impact and financial reporting requirements are met. Taking full responsibility for the maintenance and accuracy of data.	
Proactively manage the challenge of competing requirements for internal resources and retrospectively provide a review of performance to the senior management team.	

With Director and project management team ensure compliance with project governance, procurement rules, funder rules, including information security, data protection and other university related standards and policies.
Ensure the successful identification, management and mitigation of individual risks, including documenting, highlighting, and allocating risk and tasks to the agreed risk owner using own initiative.
Line management of a multidisciplinary delivery team, fostering a high-performance culture within the National R&D Lab team at Royal Holloway, as well as co-ordination of staff at other partner HEIs.
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 delivery governance i.e. project boards, change control, RAG reporting.
Support future grant bids and their delivery within the National Lab infrastructure and StoryFutures strategic business unit.
<b>Other Duties</b>
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
<b>Internal and external relationships</b>
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <p>Internal (Royal Holloway)</p> <ul style="list-style-type: none"> <li>• Finance Department</li> <li>• HR Department</li> <li>• Research &amp; Innovation</li> <li>• Estates and planning</li> <li>• Student recruitment, marketing and communications</li> </ul> <p>External</p> <ul style="list-style-type: none"> <li>• National Lab partners: NFTS, University of Surrey, Abertay University, BT, disguise, Pinewood, Surrey CC and others as developed.</li> <li>• CoSTAR Network</li> <li>• UKRI</li> <li>• National and International Creative Industries SMEs</li> <li>• Cultural institutions, such as The National Gallery, Royal Shakespeare Company, BBC etc.</li> <li>• Multinational technology companies – Meta, Niantic, Google, Amazon, etc</li> </ul>

## PERSON SPECIFICATION

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

**Job Title:** CoSTAR National R&D Lab Head of Programme Delivery

**Department:** StoryFutures

	Essential	Desirable	Tested by Application Form/Interview/Test
<b>Knowledge, Education, Qualifications and Training</b>			
Knowledge and experience of financial reporting, including responsibility and management of budgets in the region of hundreds of thousands of pounds.	E		Application Form/Test/Interview
Knowledge and experience of KPI and impact monitoring	E		Application Form
Knowledge of UK grant funding mechanisms and compliance requirements (e.g. Innovate UK, DLUHC, UKRI, AHRC etc.).		D	Application Form
Extensive knowledge of: <ul style="list-style-type: none"> <li>Project management tools e.g. MS Project, Smartsheets, cost monitors, risk registers and budgets</li> <li>Collaborative tools e.g. Teams, Basecamp, Slack, Asana, Doodle.</li> <li>Client relationship management systems (e.g. Sales Force, Zoho, Apptivo , Excel)</li> </ul>		D	Application Form/Interview
Recognised qualifications or substantial training in a project management or monitoring software package i.e. Prince or Agile or Scrum.		D	Application Form
<b>Skills and Abilities</b>			
Outstanding ability for strategic planning, financial analysis and collaborative problem solving	E		Interview
Excellent written and oral communication skills	E		Interview/Test
Outstanding ability to work pro-actively, including both deputising and delegating	E		Interview
<b>Experience</b>			
Exceptional experience of delivering large, complex programmes working in creative industries or universities or innovation contexts in roles that involve project management, stakeholder management, financial and administrative reporting.	E		Application Form/Interview

Experience of working in collaboration/partnership with at least two of the following: cultural institutions, higher education institutions, digital agencies, government departments, film and television production, live events.	E		Application Form/Interview
Exceptional project and programme management skills, with a track record of delivering results, with a focus on financial management.	E		Application Form/ Interview/Test
Excellent leadership and people management skills, including co-ordinating diverse teams.	E		Application Form/ Interview
Experience of managing carbon budgets and/or developing/managing sustainability targets in an R&D or creative production context		D	Interview
<b>Other requirements</b>			
Excellent interpersonal skills, including team-working, presentation, networking, and ability to understand client needs effectively and efficiently.	E		Interview
A commitment to continuous personal development including learning new data management tools	E		Interview
Demonstrable commitment to equality, diversity, and inclusion	E		Interview
Full and clean driver's licence as some travel around the region may be required.		D	Application Form
Ability to start early October 2025 or ASAP.		D	Application Form/Interview