



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Project Coordinator (Maternity Cover)				
DEPARTMENT	School of Chemistry				
LOCATION	Brayford Campus				
JOB NUMBER	COS732	GRADE	8	DATE	October 2022
REPORTS TO	Director of The Bridge				

CONTEXT

Supported by the European Regional Development Fund, The Bridge will be a new-build, state-of-the-art, 788 m² integrated facility to catalyse growth and productivity for advanced materials in Greater Lincolnshire, promoting research and innovation in the SME supply chains applicable in several key sectors of the regional economy: e.g. power generation, metals manufacturing, chemicals and petroleum, rubber and plastics, and semi-conductor and electronics. The Bridge will deliver a regional R&D ecosystem by providing a physical focus for innovation in advanced materials, extending critical mass in expertise, and developing mechanisms for GLLEP businesses to pool and coordinate resources, jointly commission pre-competitive investigations and engage in partnership for R&D projects. A central objective to achieve this aim is for the Bridge to engage in compliant interactions and report these efficiently and effectively to stakeholders to secure the success of the programme. Furthermore, facilitating business-to-business and business-to-academia interactions that widely enables partners to engage in R&D projects and conduct collaborative investigations into advanced materials is central to the success of the programme.

This maternity cover position, funded by European Structural & Investment Funds, is critical to the support and delivery of the Bridge as part of GLLEPs innovation strategy, enabling SMEs to access support for innovation and growth. The role will be focused on supporting the successful delivery of EU-funded Bridge programme through creating and operating robust systems to monitor the efficient delivery of business engagement, project delivery and compliance.

JOB PURPOSE

The position will expedite the delivery and reporting of outputs for internal and external stakeholders of the Bridge project. The post holder will help secure the success of the programmes of activity (and future programmes), building strong relationships with the funders. The post holder will develop and implement systems for recording the varied activities of the Bridge facility ensuring the University responds effectively to funder's requirements.

The post holder will be responsible for the successful delivery of the project in liaison with the Bridge team and linking effectively to colleagues in Research and Enterprise, College of Science to access and implement best practice and compliance. The post-holder will coordinate liaisons with collaborative partners (internal and external) to track impact of collaborations and, where appropriate, leverage additional stakeholder engagement.

The post holder will work collaboratively and be the interface with the external funding bodies to ensure project milestones are met and appropriate action taken as necessary to vary or modify such milestones. Providing direct project management support to complex collaborative projects and those with key industrial partnerships, as required.

KEY RESPONSIBILITIES

Project Management and Delivery

- Provide direct project management support to the Bridge project and those with key industrial partners, as required.
- In conjunction with the Research and Enterprise and College of Science support, ensure that project actions and comprehensive reports are carried out as required by the funders.
- Maintain an in-depth knowledge of key funding body regulations and requirements to ensure compliance.
- Assist in the delivery of agreed projects, maintaining excellent working relationships with internal and external stakeholders in order to progress projects to conclusion.
- To interpret, analyse and present complex information including written reports, oral presentations and presenting to committees

Project Delivery

- Participate the delivery of the project, clarifying requirements, identifying work packages, monitoring objectives and supporting personnel involved in the project.
- To support the development of new projects identifying potential funders and providing expertise in providing compliant proposal costings as necessary.

Income Diversification

- To research funding opportunities and support bid development for the Bridge and its industrial partnerships.
- Engage in promotion of the Bridge, its capabilities and communicate aspects of business support for potential partners

External Liaison, Networking and Profile Raising

- Liaise with project members including academic and commercial leads in companies, and with external parties including associate partners and visiting researchers.
- To develop and maintain relationships with business-facing professionals in the University, building relationships to share best practice, increase collaborative working and opportunities to influence.
- To network effectively with peers and external stakeholders to raise the profile of the Bridge and taking forward opportunities for partnership development, collaborative income generating activities and sharing best practice.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

This role will require the postholder to effectively manage projects and processes and engage with stakeholders at all levels of seniority and expertise. A pro-active approach and an in-depth knowledge of the funding landscape will be required, although support is available to support development. The role will support the Director of the Bridge, to achieve the delivery of key outcomes, both strategic and operational, of the project.

As a key point of contact for internal and external stakeholder to seek information, advice on, and support for regulatory processes, delivery and compliance, the post holder will be expected to be able to communicate effectively at all levels, and develop an in-depth knowledge of funding both pre- and post-award.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Director of the Bridge • Commercial Manager of the Bridge • Project Scientists • Strategic Project Manager • Industry Liaison and External Relationships Manager • Director of Research & Enterprise • Pro-Vice Chancellor and Head of College of Science and Engineering • Research & Enterprise staff • Academic PIS 	<ul style="list-style-type: none"> • European and UK research funding bodies • Industrial partners and SMEs • Local, regional and national businesses and entrepreneurs • Partner organisations (e.g. LSIP, Siemens, collaborating industry partners) • The City of Lincoln Council and Lincolnshire County Council • Ministry of Housing, Community's and Local Government (MHCLG)

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Good honours degree or equivalent relevant experience	E	A
Appropriate Project Management qualification or equivalent	D	A
Experience:		
UK and/or EU funded research project management	E	A, I
Industry Liaison in advanced materials or related areas	D	A, I
Research funding and financial reporting	E	A, I
Coordinating projects with varied stakeholders	E	A, I
Will have worked at an appropriate level in the Higher Education/Govt sector	D	A, I
Skills and Knowledge:		
Excellent communication skills: written, verbal and presentational	E	A, I, P
Excellent numerical skills with attention to detail when dealing with finances and business/project management	E	A, I
An in-depth knowledge of a wide range of research funding types	E	A, I
A working knowledge of research structures: governance, ethics, procurement, contracting, IP etc	D	A, I
Good working knowledge of Microsoft Office applications	E	I
Competencies and Personal Attributes:		
Excellent organisational and managerial skills, able to prioritise workload with attention to detail	E	A, I
Ability to influence and work effectively as part of a team	E	A, I
Effective communicator and an excellent ambassador when dealing with external partners and agencies	E	A, I, P
Projects a professional and positive image at all times	E	A, I, P
Ability to work on own or as part of a team	E	I
Enthusiasm and commitment	E	I
Business Requirements:		
Able to travel between sites, nationally and internationally as required to include potential overseas meetings	E	A, I
Able to work occasionally outside of normal working hours as required	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	IJS	HRBP	AH
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