

UNIVERSITY OF LINCOLN
JOB DESCRIPTIONS

JOB TITLE	Technical Project Manager				
DEPARTMENT	Department of Chemistry, School of Natural Sciences				
LOCATION	Joseph Banks Laboratories				
JOB NUMBER	CHS203	GRADE	7	DATE	March 2025
REPORTS TO	Prof. Len Barbour				

CONTEXT

A **Technical Project Manager** position is available within the research group of Prof Len Barbour in the Department of Chemistry, School of Natural Sciences at the University of Lincoln. It is sponsored by the Leverhulme International Professorship Award to the University of Lincoln.

This role is a vital part of the research infrastructure, supporting the efficient operation of multiple projects within the group and to do this a knowledge of the research subjects contained with the Leverhulme Trust project is required. The **Technical Project Manager** will work closely with researchers, administrators, and external stakeholders to ensure smooth project execution and compliance with funding requirements. This will require collaborative and independent workloads to ensure the delivery of the larger grant and project. Key responsibilities include:

- (i) **procurement and resource management**, including ordering chemicals and equipment;
- (ii) **financial oversight**, managing grant finances and tracking expenditures;
- (iii) **administrative support**, assisting with grant applications, progress reports, and compliance;
- (iv) **logistical coordination**, arranging travel for conferences and research visits;
- (v) **team support**, facilitating the recruitment and appointment of postdoctoral researchers, and the delivery of the research projects;
- (vi) **asset management**, overseeing group infrastructure and equipment, and their H&S aspects of compliance and documentation.
- (vii) **Perform Research**, carry out research in the field of crystal engineering.

The Department of Chemistry at Lincoln provides a dynamic and collaborative research environment, with state-of-the-art facilities and strong links to national and international partners. The successful candidate will play a crucial role in maintaining the operational efficiency of the research group, ensuring that projects are well-supported and researchers can focus on scientific innovation. This require experience in working within a research laboratory and the candidate can expect to work on specific experiments.

Candidates should have experience in **project coordination, financial management, procurement, or research administration**, ideally within an academic or scientific environment. Strong organizational skills, attention to detail, and the ability to manage multiple priorities are essential. A BSc or Masters level degree in chemistry (MChem/MSc) or related subject is essential to the role.

This position is **full-time**, with a **fixed-term appointment for [5 years]**, and is available to start **as soon as possible**.

We welcome informal enquiries about the project, role, or the university and surrounding area. Please direct these to the Principal Investigator, Prof Len Barbour (ljb@sun.ac.za) and Dr Gareth Lloyd (glloyd@lincoln.ac.uk).

We are strongly committed to equality and diversity, fostering an inclusive working environment where all can thrive. We encourage applications from all qualified candidates and will support any reasonable requests to enable candidates to apply for the position.

JOB PURPOSE

The **Technical Project Manager** is primarily responsible for managing the day-to-day administrative operations of the research group, ensuring the smooth execution of projects and compliance with funding requirements. Key responsibilities include overseeing procurement, managing grant finances, facilitating recruitment, managing equipment use, coordinating travel and logistics, and research project management related to the research subjects. That will require the manager to be able to perform independent research and management of those processes associated with a research project. This means performing independent research relating to crystal engineering as part of the role. Additionally, the post holder will play a central role in preparing annual progress reports, including tracking research progress and expenditure.

While the primary focus of the role is research management, the **Technical Project Manager** may also contribute to research in solid-state chemistry as a secondary function, as directed by the Principal Investigator. Career development and progression will be actively supported as part of the position.

KEY RESPONSIBILITIES

Procurement and Resource Management

Ordering chemicals and equipment, tracking deliveries, and maintaining detailed inventory spreadsheets. This will include recording order dates, delivery status, storage locations within the labs, and monitoring depletion levels to ensure timely reordering and efficient resource management. Use initiative and be proactive in identifying and executing programmes of activity, drafting/preparing documents, seeking approvals from the project team, finance, college, and Research and Enterprise teams where appropriate.

Financial Oversight

Independently overseeing grant finances, ensuring effective budget management and compliance with funding guidelines. This includes tracking expenditures, maintaining up-to-date financial records, monitoring budget allocations, and preparing financial summaries for annual progress reports. Working closely with the Principal Investigator to ensure optimal resource allocation and assisting in financial planning for ongoing and future research activities.

Administrative Support

Assisting with grant applications by ensuring proposals comply with funding guidelines and submission requirements. Supporting the preparation of annual progress reports, compiling financial data and research updates, and ensuring adherence to reporting deadlines and compliance standards. Independently noting opportunities and how to support those applying for them.

Logistical Coordination

Coordinating travel arrangements for all research group members attending conferences, workshops, and research visits. And independently identifying and managing those opportunities that arise (have knowledge and skill to be able to prioritise and assess the importance of activities and invitations). This includes handling conference registrations, booking flights and accommodations, managing travel reimbursements, and ensuring compliance with institutional travel policies. Maintaining records of travel expenses and itineraries to facilitate efficient planning and reporting.

Team Support

Supporting the recruitment and appointment of postdoctoral researchers, postgraduate students by coordinating job advertisements, managing application submissions, and assisting with interview logistics. Liaising with institutional HR and finance departments to ensure smooth onboarding, contract processing, and timely remuneration. Additionally, tracking funding allocations for salaries and stipends, ensuring compliance with grant conditions and institutional policies. Identify research opportunities and be able to summarise the extensive documentation involved in most grant processes to allow for efficient applications and time use for income generation.

Asset Management

Overseeing the group's infrastructure and equipment, ensuring that all research tools, lab equipment, and facilities are properly maintained and functioning. This includes tracking the condition of equipment, scheduling regular maintenance and repairs, managing inventory, and ensuring that new equipment is procured as needed. Maintaining an updated inventory of group assets and ensuring that all equipment is accessible and ready for use by research group members. Be independent enough to ensure equipment is maintained and operating at the optimal level.

Research

The Technical Project Manager will have the opportunity to engage in laboratory-based research, focusing on solid-state chemistry, when not performing administrative duties. This will provide the individual with the chance to contribute to ongoing research projects and further their experience in the field. The role offers a balance between administrative responsibilities and hands-on scientific work, supporting both the group's research goals and the individual's professional development.

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

The successful candidates will develop their skills and knowledge in a range of areas, which may include project management; key stakeholder development and communication; research development, delivery, and reporting; and financial and people management. There will be a requirement to support the laboratories, equipment, and all members of the research and administrative teams. Including the H&S aspects of compliance and documentation. There may be opportunities to prepare manuscripts and grants for publication, and there may be opportunities to present their work at leading national and international conferences.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none">• Principal Investigator• Other research, technical and academic staff within the schools• Undergraduate and postgraduate students	<ul style="list-style-type: none">• Research collaborators



**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:		
Degree in chemistry or equivalent subject experience	E	A
Extensive knowledge of crystalline materials research	E	A/I
Experience:		
Extensive experience of relevant research methods	E	A/I
Administration of the technical aspects of research laboratories	E	A/I
H&S in chemistry or laboratory university facilities	E	A/I
Research management	E	A/I
Skills and Knowledge:		
Ability to design, conduct and project manage research in the subject area	E	A/I
Excellent written communication, including the ability to write reports and technical documents	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure	E	A/I
Ability to communicate complex subjects orally	E	I
Skills specific to laboratory management and/or research groups at a university	E	A/I
Competencies and Personal Attributes:		
Flexible approach to workload	E	A/I
Ability to work on own and as part of a team	E	A/I
Enthusiasm and commitment	E	I
Business Requirements:		
Knowledge of procurement rules and processes	E	A/I
Record keeping	E	A/I
H&S documentation, laws, and processes	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	G O Lloyd and L J Barbour	PBP	AH
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