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|  | **Job Description**  |
| Job Title:  | Coast R Network + Project Manager |
| Faculty/Professional Directorate:  | Faculty of Science and Engineering  |
| Subject Group/Team:  | Energy & Environment Institute  |
| Reporting to:  | Professor Briony McDonagh |
| Duration:  | 48 months  |
| Job Family:  | Specialist  |
| Pay Band:  | 7  |
| Benchmark Profile:  | Specialist (Academic support)  |
| DBS Disclosure requirement:  | N/A  |
| Vacancy Reference:   |  |

**Details Specific to the Post**

# Background and Context

The [University of Hull](https://www.hull.ac.uk/) has a long term aim to become a world-leader in research, development and knowledge-based activities that address the global challenges associated with climate change. We are seeking ambitious candidates to join us in this endeavour, supporting our drive to develop innovative solutions to coastal loss and change, flood risk and climate change.

The post will be based in th[e Energy and Environment Institute,](https://www.hull.ac.uk/work-with-us/research/institutes/energy-and-environment-institute/our-work/mapping-flood-recovery-gaps) which was established at the University in late 2016. The Institute’s vision is to be an internationally leading centre for research at the interfaces between energy and environmental resilience; with a focus on global sustainability challenges and delivering research that makes a difference. The Institute has three primary goals: to research and discover; to innovate and deliver impact; and to act as a regional anchor and beacon for world leading research and knowledge exchange.

The Energy and Environment Institute brings together leading interdisciplinary academics to tackle global issues surrounding climate change, adaptation and mitigation. We have recently received a major funding award to set up the COAST-R Network+ as part of UKRI’s Resilient Coastal Communities and Seas programme. COAST-R is an inclusive and collaborative community of practice working to build knowledge, action and resilience for UK coastal communities and seas. Collaborating with Co-Investigators at the Universities of Liverpool, Glasgow, Leeds, Southampton and Aberystwyth University, COAST-R brings together a diverse interdisciplinary team including academics, industry partners, local and national government and agencies, the voluntary sector, policymakers and practitioners, and communities most affected by coastal change.  COAST-R will:

* share learnings and best practice across sectors and disciplines to build UK coastal and marine resilience.
* co-design and host a range of events, training workshops and mentoring opportunities to improve partnership working and nurture the next generation of resilience champions
* fund innovative and creative research/activities responding to priority needs using our Flexible Fund
* collate key insights, case studies and resources through a website, policy briefs, foresight documents, conferences and practitioner events
* building ongoing evaluation and reflection into all Network + activities and the Flexible Fund projects

# Specific Duties and Responsibilities of the post

We are seeking an experienced and highly competent Project Manager to lead and coordinate COAST-R’s work to deliver these outputs. The ideal candidate will have a proven track record of managing large-scale UKRI-funded projects, particularly those involving multiple partner HEIs. This role requires exceptional project management skills, the ability to foster collaboration among diverse stakeholders, and a deep understanding of the UK research landscape.

Key responsibilities include project coordination and management, including day-to-day management of COAST-R, working with the PI and CIs to ensure that all activities and outputs are delivered on time and within budget. You will also be required to liaise closely with our partner HEIs with responsibility for ensuring coherence between partner finance and funding systems so that the Network+ can be delivered effectively. Stakeholder engagement is an important aspect of this role, with the project manager acting as a point of contact for all project partners, stakeholders and funders. As such, you will be expected to organise meetings in conjunction with academic colleagues and support the organisation of workshops and conferences at the University of Hull and in our partner HEIs. A crucial aspect of this will be establishing effective dialogue with HEIs and other partners so that Network+ outcomes and impacts can be monitored and evaluated.

As well as liaising with partner HEI’s finance teams, you will be responsible for managing the budgets held at Hull, including oversight of the allocation of funds within the project’s Flexible Fund activities, and responsibility for financial reporting. You will be required to monitor expenditure and ensure compliance with funding requirements and institutional policies, which will include ensuring partnership agreements are in place where necessary.

You will also take a key role in preparing regular reports for UKRI/ESRC and will work with academic PI and CIs to ensure that accurate records of all Network+ activities are kept, including data management and outcome mapping to agreed timelines.

The EEI is proud to foster a collaborative and inclusive team environment, promoting diversity and equality of opportunity, and you will be expected to contribute to this ethos of working positively with all colleagues.

Any other duties within the scope and general nature of the grade which may be required. This Role Description is not intended to be an exhaustive list of duties and will be subject to periodic review in discussion with the post-holder.

**Essential Qualifications and Experience:**

* A degree in a relevant field.
* Extensive experience in managing large-scale UKRI-funded projects or equivalent, preferably involving multiple partners.
* Proven track record of successful project delivery, including budget management and reporting.
* Strong understanding of the UK research landscape and funding environment.
* Excellent communication, negotiation, and interpersonal skills.
* Ability to work independently and as part of a team, managing multiple priorities effectively.
* Proficiency in project management software and Microsoft Office applications, confidence in using university finance processes and software applications.

**Desirable Qualifications:**

* A postgraduate qualification in a relevant field.
* Experience in working with inter- and transdisciplinary research environments.
* Knowledge of financial management and fundraising within the academic sector.
* Familiarity with stakeholder engagement and public communication strategies.

The current position will manage and implement the Coast R Network + project on a day-to-day basis, with guidance from senior EEI colleagues. The post offers excellent career development opportunities including managing significant elements of a work package, engaging with stakeholders and presenting at major events.

# GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

## Overall Purpose of the Role

* The role holder will implement the Coast R Network + project day to day, providing technical advice and support to stakeholders, staff, and researchers.
* Practical working knowledge of the systems, processes and procedures across a section or area of work.
* Detailed knowledge of specialist systems and/or a broad understanding of a wide range of activities.
* Knowledge is gained through extensive practical experience and/or through formal instruction.
* Plan and prioritise own work and may be required to supervise the work of others and monitor progress within agreed objectives ensuring the effective use of resources.
* Expected to contribute to longer term developments within the Institute, such as implementing improvements to working methods, policies and procedures.

**Main Work Activities**

## Communication

* Identify and explain appropriate technologies, techniques and procedures to stakeholders, staff and researchers.
* Help to shape and be able to explain the project methods.
* Suggest and discuss amendments and improvements to approaches, workshops, toolkit implementation and design.
* Explain procedures, technical processes, equipment operation to stakeholders, staff and others engaging with the project.
* Ensure that all users are aware of health and safety legislation.
* Write technical instructions, standard operating procedures and user guides.
* Prepare written project outputs including specifications, plans, interim and final reports, working with internal and external colleagues to refine and finalize
* Ensure external communications are in place and up to date including professional production of reports, videos (if required), online presence/profile and other relevant media in conjunction with marketing and communications colleagues.

## Teamwork

* Work with members of the EEI, collaborators, external providers and stakeholders such as government agencies, industry partners, local authorities, the voluntary sector and communities affected by coastal change to organise, coordinate and drive project objectives and activities to ensure successful project delivery and completion
* Manage relationships with external advisers and collaborators as above
* Provide support to senior/academic colleagues and stakeholder collaborators as required with relevant projects and events.

## Liaising and Networking

* Liaise with stakeholders, staff and researchers to ensure that project components are developed and completed satisfactorily.
* Work in collaboration with external organisations, large companies and other agencies as necessary
* Develop and initiate effective collaborative working internally and externally - establish and manage project meetings including project team operational meetings, meetings with HEI colleagues and Project Lead monthly meetings
* Liaise with relevant internal stakeholders to ensure effective processes are in place to best support the project, navigate systems to manage necessary project and financial processing and information and maintain accurate and timely records
* Identify, map and engage collaborators and stakeholders.

## Service Delivery

* Project manage specific interventions by linking appropriate academics and collaborators together to share and develop best practices and training
* Procure appropriate specialist innovation support when the necessary expertise is unavailable at UoH or one of our partner HEIs.
* Monitor and report on progress of outputs, KPIs and deliverables
* Build on previous work to manage and implement the Coast R project as described in the project documents, identifying product, service and process innovation
* Plan, organise, implement and lead facilitated workshops and events with stakeholder groups to share best practiceand training.

## Planning and Organisation

* Formulate project planning and develop project documentation (including but not limited to programme/milestones, risk register, budgets, ethics)
* Plan and prioritise own work to meet deadlines.
* Plan, prepare, prioritise and organise project deliverables, KPIs, equipment and materials.

## Analysis/Data Inputting

* Collate, prepare and analyse data, assessing and validating information generated.
* Work with our evaluation academics to record and collate quantitative and qualitative information to support the monitoring, evaluation and learning on the activities of the Network+ and funded projects.
* Collect and analyse feedback and other information from stakeholders, participants and appointed consultants to inform product/toolkit development.
* Keep up to date with latest developments
* Identify research opportunities and advise how these will be realized from wide-scale deployment.

## Work Environment

* Responsible for arranging suitable, accessible and safe work environments for all contributors during project activities such as workshops, which may include locations away from university premises
* Conducting risk assessments as required and obtaining approval.

**Additionally, the post holder will be required to:**

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the Energy & Environment Institute.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices. This includes undertaking mandatory equality and diversity training.
* Comply with University regulations, policies and procedures.

## COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

**The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency**  |  |  | **Identified by**  |

## Knowledge and Experience

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| Evidence of extensive experience in this area of work and can demonstrate a high level of technical expertise. Demonstrable experience in the following areas is essential: post-award funding management both at Hull and in collaboration with other HEIs; liaison with UKRI and funding partners; collaboration with multi-disciplinary academic and professional services teams.Interest and experience in the areas of climate impacts and coastal loss/change, and of the management of these, would be desirable. | **Application/Interview**  |
| Has relevant degree in related field or equivalent qualification  | **Application/Interview**  |
| Has an active approach in continuing professional development/undertaking training as appropriate for personal and professional development.  | **Application/Interview**  |
| **Communication (Oral and Written)** Can demonstrate the ability to provide information in a suitable format so that the others’ needs are met and adjusts the level of content to help others understand.  | **Application/Interview**  |
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| **Teamwork and Motivation** Can demonstrate the ability to work effectively and proactively as part of a team with internal and external collaborators Is willing to provide cover for colleagues and acts in a supportive manner.  | **Application/Interview**  |
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| **Liaison and Networking** Can demonstrate the ability to work with others outside the immediate area to ensure that accurate information is passed on promptly to the most appropriate people to improve working practices. Can engage effectively with stakeholders and manage external providers  | **Application/Interview**  |
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| **Service Delivery** Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory. Can develop and manage a programme of work to achieve deliverables Has experience of working collaboratively using own initiative to manage and deliver project outcomes  | **Application/Interview**  |
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## Planning and Organisation Application/Interview

Can demonstrate the ability to create realistic plans to achieve own and project deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources.

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| **Initiative and Problem Solving** Can demonstrate the ability to use initiative to recognise problems and offer solutions.  | **Application/Interview**  |
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| **Analysis/Reporting** Can demonstrate the ability to use appropriate sources of data to answer questions, gather data systematically and carry out analysis accurately and methodically.  | **Application/Interview**  |
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| **Sensory and Physical Demands** Can demonstrate the ability to use a range of skills and techniques which demand a high level of co-ordination and precision.  | **Application/Interview**  |
| **Work Environment** Can demonstrate the ability to work with others to improve safe working practice and the environment. Ensure that follow up action is taken to remove identified hazards or risks.  | **Application/Interview**  |