

Job Description

Role Title:	Project Manager
School / Dept:	School of Health and Society
Reference:	MPF1132
Grade:	Grade 8
Full or Part time:	Part time
Hours:	0.8 FTE
Reports to:	Principal Investigator, Four4All Project

Overview

Four4All is a Horizon Europe-funded international research project focused on reduced working time and the future of work. The project brings together a consortium of nine partners from seven countries to generate robust evidence, support stakeholder engagement, and develop practical and policy-relevant outputs. The project will generate evidence on the feasibility, impacts, pathways and barriers to scaling working time reduction across diverse European contexts.

The project requires effective coordination across multiple work packages led by Salford and consortium partners, deliverables, milestones and reporting requirements. The University of Salford is the project coordinator and is responsible for ensuring that the project is delivered in line with the Grant Agreement, Consortium Agreement, Horizon Europe funder requirements, University procedures and agreed project objectives.

The post holder will support the Principal Investigator and project team by coordinating and supporting the operational delivery of the project, maintaining project governance and reporting systems, and ensuring effective communication across the consortium

Role Purpose

The Programme Manager will coordinate and support the operational delivery of Four4All, a Horizon Europe-funded international consortium project led by the University of Salford.

The role will ensure that work package activity, deliverables, milestones, governance processes, reporting requirements, risks and evidence trails are effectively planned, monitored, managed and documented. The Programme Manager will work closely with the Principal Investigator, project team, work package leads, consortium partners and professional services colleagues to support delivery in line with the Grant Agreement, Description of Action, Consortium Agreement, Horizon Europe funder requirements and University procedures.

Principal Duties & Responsibilities

- Coordinate and support the operational delivery of the Horizon Europe Four4All project, working with the Principal Investigator (PI), project team, work package leads, consortium partners and professional services colleagues.
- Translate the project's objectives, work packages, tasks, deliverables and milestones into clear delivery plans aligned with the Grant Agreement, Description of Action, Consortium Agreement and University requirements.
- Maintain project-wide trackers for deliverables, milestones, work package completion, partner actions, risks, issues, dependencies and reporting requirements.

- Support Horizon Europe lump sum monitoring by maintaining clear evidence trails for completed activities, deliverables, milestones, governance decisions, partner inputs and reporting requirements.
- Coordinate partner inputs for internal monitoring, project reviews and periodic reporting, ensuring that technical, administrative and financial information is collected, checked, documented and submitted within agreed deadlines.
- Maintain project action logs, decision logs, risk registers, issue logs and Change Notes, escalating deviations from the project plan to the PI / Project Coordinator and relevant governance bodies.
- Establish and support project governance processes, including Executive Board, Steering Committee, Advisory Board and consortium meetings, through agendas, papers, minutes, action tracking and follow-up.
- Liaise with academic colleagues, professional services, consortium partners, third parties and suppliers to obtain and disseminate essential information and support effective project delivery.
- Build effective communications across the consortium and support the project communications and engagement strategy, including stakeholder engagement plans, internal communication systems, document management, regular website updates and coordination of accurate, timely project web content.
- Support the development, maintenance and implementation of key project documentation, including quality and risk management, data management, ethics approvals, mitigation measures, reporting templates and monitoring tools.
- Support monitoring of ethics, GDPR, open science, data management and Horizon Europe visibility requirements, working with the PI, Ethics Officer, work package leads and relevant professional services colleagues.
- Coordinate quality assurance across project delivery, ensuring that agreed tasks, work packages, deliverables and milestones are progressed, reviewed and completed to the required standard.
- Attend and represent the project at internal, external, consortium, governance and operational meetings as required.
- Undertake day-to-day financial monitoring and tracking for the project, working closely with Finance and Contracts colleagues to review expenditure, access financial reports, monitor spend against budget and support financial information required for reporting and decision-making.

Generic Duties

- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.

- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

Person specification follows on next page

Person Specification

The successful candidate should demonstrate the following, which are 'Essential' (E) or 'Desirable' (D)

Qualifications

1. A degree or equivalent relevant professional qualification, or equivalent professional experience. **(E)**
2. A project management qualification, or equivalent professional experience in project or programme management. **(E)**
3. Recent evidence of professional development through study, workplace or external activity. **(D)**

Background and Experience

4. At least three years' paid employment experience and a proven track record in delivering complex projects or programmes involving multiple stakeholders, workstreams, deadlines, risks and reporting requirements. **(E)**
5. Experience of creating a collaborative culture to coordinate and support teams to successfully deliver project or business objectives. **(E)**
6. Experience of supporting and building effective relationships with project teams, stakeholder groups, collaborators and/or external partners. **(E)**
7. Experience of the design, implementation and ongoing management of appropriate project monitoring, reporting and performance systems. **(E)**
8. Strong stakeholder engagement and management skills, with proven experience of engaging with and influencing colleagues and stakeholders at different organisational levels. **(E)**
9. Experience of day-to-day project financial monitoring, including tracking expenditure, reviewing budget information, liaising with finance colleagues and supporting financial information for project reporting and decision-making. **(E)**
10. Experience of project managing externally funded, EU-funded, international or multi-partner projects, including reporting, compliance, partner coordination or audit/evidence requirements. **(D)**

Knowledge

11. Project Management techniques and applications. **(E)**
12. Best practice in project governance and reporting. **(E)**
13. Clear understanding of stakeholder engagement and in developing impactful internal and external communications. **(E)**
14. Delivery of benefits management and risk management approaches. **(E)**
15. Knowledge of externally funded research project delivery, funder reporting, research governance, ethics, data management or compliance requirements. **(D)**

Skills and Competencies

16. Ability to systematically develop and sustain positive relationships with project teams, collaborators, partners and professional services colleagues to maximise engagement. **(E)**
17. Excellent self-management skills, high motivation, efficiency and responsiveness. **(E)**
18. Ability to work in a team with different skills and backgrounds and the ability to persuade, motivate and influence others. **(E)**
19. Ability to remain calm under pressure and troubleshoot problems arising in project mobilisation and delivery. **(E)**
20. Excellent interpersonal, communication and influencing skills with a proactive approach. **(E)**
21. Creative problem-solving and decision-making skills. **(E)**
22. Accuracy and attention to detail, including the ability to maintain accurate project records, evidence trails, trackers and reporting documentation across complex multi-partner projects. **(E)**