

Job Description

Role Title:	Innovation Project Manager
School / Dept:	Salford Business School
Reference:	MPF1149
Grade:	Grade 7
Full or Part time:	Full time – Fixed term until the 31 st of March 2026
Hours:	36.25
Reports to:	CSI Director / Principal investigator

Overview

The University has a new strategy for innovation, which sets out how the University will drive forward its ambitions for research and enterprise and contribute to Salford's strategic priority of Industry Collaboration. This strategy supports our plans to grow industry engagement and income, enhance the student experience, develop critical mass in areas of world class research, produce real-world impacts, and develop a vibrant community of high-quality researcher and enterprise leaders.

The Innovation Project Manager is an exciting opportunity to help the University of Salford achieve its ambitions to deliver research and knowledge exchange which creates a more just and equitable society. Based in the Centre for Sustainable Innovation (CSI) within Salford Business School the post-holder will support the Principal Investigator and academic colleagues to deliver key KPIs across two Innovation Accelerator projects: Centre for Digital Innovation (CDI) and Media City Immersive Technology Innovation Hub (MITIH).

The successful candidate will play a pivotal role in the project management of two of our flagship B2B Innovation Projects: the Centre for Digital Innovation (CDI) and the Media City Immersive Technology Innovation Hub (MITIH). This individual will be instrumental in shaping the delivery and success of these high-profile initiatives, providing leadership and project management to ensure that project objectives are met and that innovation thrives across both programmes.

The Centre for Sustainable Innovation (CSI) serves as a catalyst for collaboration between academia, industry, and policymakers, driving sustainable growth through innovation. With agility and empowerment at its core, CSI cultivates a dynamic environment that fosters creativity and positive transformation. As an autonomous centre supporting innovation within the B2B market, it engages in a wide range of research and knowledge exchange activities designed to advance business and societal impact.

The 2025-26 programme will see the University of Salford will operate across 2 technology strands: Artificial Technology (AI) and Immersive Technology (IT) with a portfolio of activities:

- Technical Research and Development (R&D): providing access to cutting-edge technical expertise which addresses the key challenges holding back innovation in AI and Immersive Technology
- Skills uplift: leading the curation of content and development of an online digital skills platform that provides 24/7 access and removes barrier to skills development in the underrepresented areas and communities

The Media City Immersive Technology Innovation Hub is an exciting project that brings together Salford Council and UoS to provide an Innovation Accelerator for Immersive technologies that will make a significant contribution to Greater Manchester's development as a fairer, more prosperous leader in digital technology and innovation.

The programme will continue to build on the initial phase of the MediaCity Immersive Technology and Innovation Hub, which was designed to be dynamic, providing flexibility, and continuing to evolve to support the changing business requirements driven by customer and consumer demands, as well as advancements in technology, both nationally and internationally.

The 2025-26 programme will:

- Deliver tangible impact on innovation and R&D outputs, productivity, skills and jobs by using the best collection of business and academic minds to address the technology barriers and seize market opportunities.
- Delivering collaborative innovation interventions at a regional, national and international level to champion the GM ecosystem
- Promote the creation of an ecosystem of research and pipeline development
- Encourage a stronger sense of community, co-creation and collaboration amongst the business community.

Role Purpose

The successful candidate will be required to project manage and proactively deliver against a range of ambitious KPIs, playing a pivotal role in the development and execution of a diverse portfolio within the CDI & MITIH. In this capacity, it is essential that you have an extensive track record of managing complex, externally funded innovation projects at scale. You will be expected to take full ownership of project delivery, including planning, implementation, monitoring and reporting, and to do so with a high degree of autonomy and professional expertise.

Significant hands-on experience in steering large-scale, multifaceted projects—particularly those involving innovation and supported by external funding streams—is absolutely fundamental to success in this role. You must be adept at coordinating across multiple stakeholders, both internal and external, and at navigating the specific challenges associated with externally funded programmes, such as compliance, reporting, and risk management. Your leadership will be instrumental not only in ensuring the timely and effective delivery of project objectives, but also in fostering strategic partnerships, driving collaborative innovation, and maximising the potential for real-world impact.

The ideal candidate will demonstrate a robust track record of project management, with significant expertise gained specifically within the spheres of business-to-business (B2B) environments and innovation-driven programmes. In particular, candidates should possess substantial hands-on experience managing and delivering complex projects that engage multiple stakeholders and are underpinned by emerging technologies such as Artificial Intelligence, Immersive Technology, or similar cutting-edge fields.

This role demands someone who excels at leading and coordinating every aspect of the project lifecycle—from planning and scoping through implementation, monitoring, evaluation, and reporting—within fast-paced, evolving innovation landscapes. The successful candidate will be adept at navigating the challenges and opportunities unique to B2B partnerships and innovation ecosystems, ensuring that all objectives are achieved both efficiently and creatively. A proven ability to communicate across professional, academic, and technology-driven audiences, coupled with a flair for identifying and capitalising on opportunities in emerging technological domains, is essential for driving real-world impact and fostering sustainable collaborations.

Principal Duties & Responsibilities

- Responsible for project governance by producing and maintaining detailed project plans, monitoring progress against the plans, maintaining action logs and managing key issues.
- Assisting preparations for business readiness and implementation activity, such as engagement sessions, communication plans and training delivery plans.
- Assisting with the coordination, underlying analysis and production of accurate, data driven and high-quality reports, analysis of risks and issues, dependencies and assumptions, communications, change control, workstream plans and finances.
- Proactively track the performance of the project (risks, issues, time, quality, costs) against agreed service level agreements and provide accurate and high-quality management reports detailing this information within agreed deadlines.
- Review, update and maintain project related policies, procedures and project methodologies.
- Collate, review and analyse project related information, making recommendations as to required action and when appropriate to implement agreed actions.
- Work with colleagues across the business, including both academic and professional services, to ensure the successful delivery of projects.
- To demonstrate commitment to continuous personal and professional development through actively participating in development events.

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.
- Contribute to the University's commitment to put our students first and deliver services that 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.
- Promote equality and diversity for students and staff and sustain an inclusive and supportive study and work environment in accordance with 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), and will be assessed by Application Form (A), Interview (I), Presentation (P), or Test (T), as indicated.

Qualifications

1. Have a First degree in a relevant subject relevant (project management) or equivalent experience (E) (A)
2. Have a professional qualification in project management (E) (A)

Background and Experience

3. Extensive prior experience in managing externally funded, large-scale innovation projects, particularly within B2B consortium environments, ensuring that complex tasks are delivered on schedule and to the highest standards and deadlines (E) (A) (I)
4. Experience of leading the design, implementation and ongoing management of appropriate project data gathering and performance measurement systems (E) (A) (I) (P)
5. A background of working proactively with interdisciplinary consortium project teams to manage and successfully deliver projects, including extensive experience coordinating multi-partner initiatives that require externally funded compliance and rigorous adherence to funding regulations. (E) (A) (I) (P)
6. Experience of working with a diverse range of interdisciplinary stakeholders to successfully deliver project outcomes (E) (A) (I) (P)

Knowledge

7. Data management and collection systems and financial and output reporting (E) (A) (I) (P)
8. Effective and appropriate IT and communication tools (E) (A) (I) (P)
9. Project Management within externally funded, B2B and Innovation project landscape (D) (A) (I) (P)

Skills and Competencies

10. Demonstrated leadership in project management is essential, encompassing the ability to proactively oversee the daily operations of the project, provide strategic direction, and make informed decisions. This includes the administration of budgets, as well as effectively managing and coordinating the project team to ensure the successful delivery of key outcomes (E) (A) (I) (P)
11. The skills to establish, actively maintain and manage reporting systems, project outputs, risk and benefit management logs (E) (A) (I) (P)

12. Excellent IT skills including MS Office, relevant financial and administrative systems) (E) (A) (I) (P)
13. The ability to work autonomously to organise and prioritise one's own workload, ensuring deadlines are met with minimal supervision, while also demonstrating strong leadership in guiding and motivating team members. This includes coordinating efforts, delegating tasks effectively, and supporting colleagues to collectively deliver against project outputs, as well as actively contributing as a cooperative team member (E) (A) (I) (P)
14. The ability to build and sustain effective working relationships with stakeholders internally and externally across different sectors and at different levels (E) (A) (I) (P)
15. The skills required to independently manage and report on all administrative aspects of project events and outputs, while also leading the management of all elements of project delivery. This involves ensuring progress is maintained against agreed targets, overseeing the achievement of project outputs, and upholding rigorous financial compliance throughout the project lifecycle (E) (A) (I) (P)
16. Excellent communication, relationship building and networking skills (E) (A) (I) (P)
17. Excellent management and organisational skills, including the ability to work independently to manage one's own workload, as well as proactively support and lead the project team. This encompasses effective delegation of tasks, providing guidance and leadership to ensure all team members are aligned with project goals, and actively monitoring progress to guarantee deadlines are consistently met (E) (I)
18. A willingness to work flexibly to meet the demands of the project, including some flexibility about designated working days (E) (I)