

Post Details		Last Updated: 25/08/2024	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences (FEPS) Centre for Environment and Sustainability (CES)		
Job Title	Project co-ordinator		
Job Family	Professional Services	Job Level	3
Responsible to	Dr Zoe M Harris		
Responsible for (Staff)	N/A		
Job Purpose Statement			
<p>This post is a fixed-term contract until 31/08/2027. It is for a project manager for a recently awarded BBSRC project assessing the role vertical farming can play in UK food system resilience. The post holder will be responsible for the overall management of the project in close collaboration with the project lead. They will be responsible for planning events and meetings, managing the shared drive, lead on writing project reports and ensuring we keep to deadlines. They will be a key point for all project leads and will act to synthesise information from across the project. They will be in charge of overall project risk management and work closely with WP leads to assess risk and SOPs for each work package. They will support with stakeholder management and engagement and be in charge of logistics for workshops and interviews held throughout the project.</p>			
Key Responsibilities			
<ol style="list-style-type: none"> 1. To play a pivotal role in supporting the PI and co-I's in the coordination of the project 2. To coordinate work across the Team, WPs and sites towards the successful delivery of the project 3. To track project and subsequent deliverables timeline, deadlines and budgets and to ensure they remain on track, and to risk assess and manage any changes 4. To liaise with team members and record, extract, interpret and disseminate information and interdependencies across the team so that WP leads, and staff have access to the resources needed (information and physical). 5. To maintain and update project management tools (PJM software, Sharepoint library, etc) 6. To lead on the day-to-day running of the project, including HR management and organisation of travel, accommodation, expenses, team meetings, workshops, and stakeholder management 7. To collate data on the impact of the projects outputs and deliverables and to take responsibility for the project reporting obligations to UKRI e.g. ResearchFish output 			
N.B. The above list is not exhaustive.			

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

Planning and Organising

The postholder will implement established project plan and will further develop and detail the project plan to cover the duration of the 3 years;

- The postholder will organise own workload and will coordinate with supervisor on priorities and special circumstances
- The postholder will coordinate with project lead to plan and organise team meetings, workload and priorities to ensure project is on track.

Problem Solving and Decision Making

- Where applicable and possible will follow any relevant University policies and procedures for problem solving (e.g. H&S, procurement, finances, legal)
- Where the above is not possible, will offer creative solutions and will decide on the best course of action; where problems are deemed critical will consult with project lead.
- All decision making will take into account the integrity of the project and the wellbeing of the team

Continuous Improvement

- Will assess project performance and suggest improvement to the systems and work processes and implement them (with approval from the supervisor, when this is the case).
- Suggestions can be collated from team members, assessed and implemented where deemed reasonable in resources, positive in outcome and achievable.
- Will stay up to date with new developments in the field, policies, relevant publications and further project development opportunities
- Will seek personal continuous improvement in self- or supervisor identified areas of improvement and opportunities (courses, qualifications, etc.).

Accountability

- The post holder will report directly to the project lead, keeping them fully informed at all times and work closely with them in the allocation of tasks and responsibility
- The post holder will be privy to sensitive and confidential information and as such is expected to maintain high levels of confidentiality at all times

Dimensions of the role

- To support the project lead and seven co-investigators on delivery of the project
- Project is made up of three universities, one industry association, an advisory board and four farm partners

- To organise all relevant logistics for workshops and interviews to be undertaken as part of the project including venue booking, travel, accommodation, catering, expenses, incentivisation, ad hoc support on the day
- To support the project team with general administration e.g. travel, accommodation, expenses etc.
- To track and maintain a running record of the budget, ensuring project spend is within budget, supporting partners to identify areas of potential over/underspend, supporting with utilising underused funds
- To maintain the project risk register, regular reviewing project progress and communicating to project staff
- To manage the relationship with the project advisory board (five members) and all relevant administration to support their participation in the project (e.g. travel, expenses etc.)
- To lead on gathering evidence of outputs and ensuring reporting requirements of the project are met.
- To support on recruitment and human resources of the project, including supporting managing the progress review process.

Supplementary Information

- Will work out-of-hours on occasional basis (deadlines, events, emergency situations) but will strive to maintain workload for self and team within reasonable working hours.
- Will travel to sites and events (national and international)

Person Specification

Qualifications and Professional Memberships

Degree, NHD, NVQ 4 qualified in a relevant specialist subject and/ or professional qualification and relevant formal training, plus a number of years' practical experience in a similar/ relevant role(s).	E
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Project management qualification	D
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Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential / Desirable	Level 1-3
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Exceptional project / event management skills, with a proven ability to produce plans and to prioritize complex workloads	E	3
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Excellent verbal and written communication skills, with a proven ability to build strong and effective working relationships with internal and external stakeholders.	E	3
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Experience of maintaining financial accounts and knowledge of financial aspects of project management	E	2
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Experience working in a large, multifaceted team with tight deadlines	E	3
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Excellent problem solving	E	3
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Confident user of Microsoft office packages (word, excel. etc)	E	3
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Familiarity with UKRI guidelines, funding mechanisms and reporting procedures	D	n/a
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Knowledge of issues surrounding sustainability and/or climate change, and/or renewable energy, and/or horticulture	D	n/a
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Special Requirements:

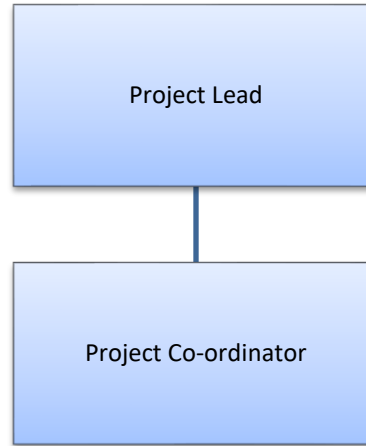
	Essential / Desirable
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Ability to work outside of regular office hours on occasions	E
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Holder of a full Driving License	E
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Willingness to travel and support events offsite	E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3
Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	1
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	1
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	
Organisational/Departmental Information & Key Relationships	
<p><u>Background Information</u></p> <p>The Centre of Environment and Sustainability (CES) is an internationally acclaimed centre of excellence on sustainable development. With the further launch of the pan-faculty Institute for Sustainability in 2022, there has never been a more exciting time to be involved in sustainability-centred research at the University of Surrey. The research group is large and diverse – working on a number of externally funded research projects, working with external companies and with a number of teaching responsibilities</p>	

Department Structure Chart



Relationships

Internal

- Project Staff including those at Surrey and externally
- University research, teaching and PGR staff
- Administration, HR and Finance

External

- External project partners
- Project steering committee
- Project stakeholders
- Wider industry, academia and policy makers