

Post Details		Last updated 28/10/2024	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences, Department of Civil & Environmental Engineering		
Job Title	Project Manager		
Job Family	Professional Services	Job Level	4
Responsible to	Project PI/Global Centre for Clean Air Research (GCARE) Director		
Responsible for (Staff)	N/A		
<b>Job Purpose Statement</b>			
<p>Take responsibility for developing new research proposals for GCARE, alongside operational management and delivery of projects and initiatives to maximise GCARE's impact and income. Specifically, the postholder will lead the planning, preparation, execution, and reporting of activities, with primary responsibility for the <b>GP4Streets project: 'DIY Greening Prescription for Climate Adaptation in Urban Streets,'</b> awarded by UKRI/NERC. They will support the GP4Streets PI and CoIs in coordinating efforts across all partners and stakeholders.</p> <p>Key duties include overseeing day-to-day activities, managing dissemination and knowledge exchange, organising webinars, conferences and network competitions, reporting to funders and stakeholders, and maintaining strong relationships with project partners. Additional responsibilities include managing partner contracts, financial reporting, tracking project progress, creating and distributing newsletters, and overseeing the project's social media presence.</p>			
<b>Key Responsibilities</b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)			
<p>The project manager will be responsible for:</p> <ol style="list-style-type: none"> <li><b>Manage daily project operations</b> – including organising contracts with partner organisations, planning, preparation, execution, and reporting of project activities.</li> <li><b>Maintain and expand partnerships</b> – build on existing stakeholder relationships, ensure timely project delivery, and lead reporting efforts to the funder, Research Fish, and key stakeholders.</li> <li><b>Oversee project administration and communication</b> – facilitate collaboration among researchers, stakeholders, and the community, ensuring timely outcomes and effective integration with partner teams.</li> <li><b>Coordinate financial documentation and audits</b> – gather necessary evidence for financial claims, organise project audits and evaluations, and maintain accurate documentation.</li> <li><b>Establish tracking and monitoring mechanisms</b> – implement systems to oversee project progress, ensuring adherence to funding guidelines and successful project completion.</li> <li><b>Organise meetings and events</b> – schedule and facilitate steering board and project management meetings, webinars, and workshops aligned with project goals.</li> <li><b>Manage project communications</b> – oversee social media, website content, science communication, and outreach activities for effective dissemination.</li> <li><b>Support new research development</b> – contribute to creating new research proposals and building partnerships with funders to sustain GCARE's ongoing research initiatives.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></p>			

**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**

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

**Planning and Organising**

- The post-holder will work to deliver objectives and plan management activities as required for the successful operations of GP4Streets and other relevant GCARE projects. They have responsibility for the planning, preparation, execution, and reporting of all activities related to the project programme.
- The post holder will apply judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands. They must apply a sound understanding of the staffing, facility and operational requirements of project in order to effectively schedule and facilitate their smooth operation.
- The postholder will coordinate plans aligned with the targets and deliverables of the project to ensure timely delivery.
- The postholder requires an understanding of the funding environment and be responsible for identifying changes that may impact the project.
- The post holder will work on multiple concurrent tasks ensuring that deadlines and objectives are met.

**Problem Solving and Decision Making**

- The post-holder is required to liaise regularly with the GP4Streets PI (Grant Holder), co-investigators, industry collaborators, UKRI suggested partners (e.g. Climate Adaptation Hub of Kings; Met Office), project team members, network advisory group members, user group members and the nominated UKRI's Project Officer to ensure they are fully briefed at all times, highlighting areas of resource concern and issues and actions relating to the ongoing status and successful completion of the project.
- The post-holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar, such as project scheduling, training and competence of research staff. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to and applying departmental policies and procedures. When faced with new issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply reasonable personal initiative and judgement (where past experience does not apply) to identify a suitable and timely resolution.
- The post holder is expected to refer more complex issues or those outside of the remit of their role to more experienced/senior colleagues including the GP4Streets PI and co-investigators for guidance, but in these cases, they are expected to have a degree of involvement in finding and implementing resolutions.

**Continuous Improvement.**

- The post holder is expected to identify opportunities for improving the GP4Streets (and other relevant) project's engagement processes and approaches to relationship management. Based on their knowledge and experience they should aim to identify best practice in the organisations with whom they interact.
- They will be expected to continually build and update their networks and contacts
- On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels.

**Accountability**

- The post holder will contribute to building the GP4Streets project (and overall GCARE) brand and reputation by ensuring that all partners have a genuine, authentic and positive impression of the University.
- The post holder will take ownership for the delivery of specific targets, milestones, opportunities and initiatives and for seeing them through to an ultimate outcome, either by their own direct efforts or by overseeing delivery in collaboration with other parts of the consortium.
- The post holder will be privy to sensitive and confidential information and as such is expected to maintain high levels of confidentiality.

### **Dimensions of the role / Background information**

GP4Streets is a £2m research grant funded by the NERC in collaboration with the Universities of Bath, Sheffield, UWE Bristol and Imperial College London and have 15+ academic, non-academic and industrial partners. It is a 30-month grant starting from 03 January 2025.

GP4Streets is one of the six projects funded by the NERC under the 'Climate Adaptation Call'. GP4Streets is a multi-disciplinary project by design, moving beyond single-discipline research. The project has 5 core partner institutions with over 15 academic, non-academic and local council partners.

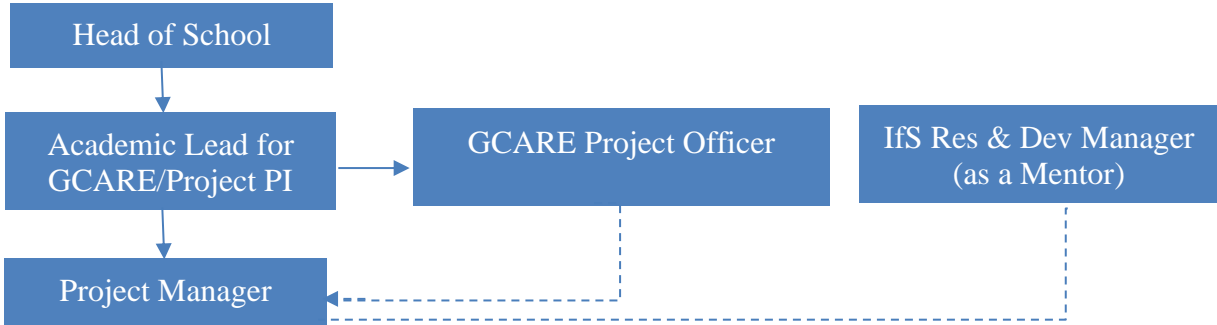
Building on the £1.45M UKRI's RECLAIM Network Plus, which focuses on green-blue-grey (GBGI) implementation in underserved areas, GP4Streets will create tailored do-it-yourself (DIY) GBGI solutions as a "green prescription" for urban streets, allowing them to adapt to their specific environmental challenges posed by a changing climate. This ambition unites a diverse team from five universities (Surrey, Bath, UWE Bristol, Sheffield, Imperial), nine local councils, environmental charities and industrial partners. Collectively, these stakeholders are committed to supporting the co-design, implementation, testing, upscaling, and broader adoption of GBGI solutions. GP4Streets will utilise cutting-edge monitoring and modelling technologies to explore DIY GBGIs' multifaceted benefits. This will be accompanied by delivering the following objectives: (1) co-design of GBGI and public engagement at the household and street levels, (2) advanced numerical modelling of GBGI interventions at local and city scale, and (3) optimise the effectiveness of GBGI performance considering ecological and human well-being. Finally, the scientific evidence derived through the project will be integrated and disseminated via a new decision-making tool allowing stakeholders to identify optimal GBGI solutions and their multiple benefits at street and city level.

### **Supplementary Information**

- The role will require the post-holder to liaise closely with post-award research support services to, for instance, ensure that timesheets and budget spend are appropriate.
- They will also be responsible for liaising with NERC on financial expenditure and reporting.

**Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

<b>Qualifications and Professional Memberships</b>		
PhD in relevant discipline with experience of project management  Or:  Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, or, plus an experience in similar or related roles.  Or:  Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge		E
Experience of Project Management in HE, industry or research environment		E
Professional project management qualification e.g. PRINCE2		D
<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Experience of building collaborations and growing networks	D	n/a
Experience in administration and coordination of large projects	E	3
Experience of negotiating at senior level and partners	D	n/a
Practical and project management experience	D	n/a
Excellent ICT skills and experience with relevant project management software	D	n/a

Experience of financial forecasting	D	n/a
Knowledge of website development software	D	n/a
<b>Special Requirements:</b>		<b>Essential/ Desirable</b>
Willingness and ability to work outside of regular office hours when required		E
Must be prepared to travel throughout the UK and internationally		E
Good working knowledge of the HE Sector		D
<b>Core Competencies</b> 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.		<b>Level 1-3</b>
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		3
Continuous Improvement		2
Problem Solving and Decision Making Skills		3
Managing and Developing Performance		1
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Proven report and proposal writing skills		3
Strategic Thinking & Leadership		n/a
<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>		
<b>Organisational/Departmental Information &amp; Key Relationships</b>		
<p><b>Background Information</b> The Global Centre for Clean Air Research (GCARE) is hosted within School of Sustainability, Civil &amp; Environmental Engineering. It is a multidisciplinary centre with a number of ongoing projects supported by UKRI (EPSRC, NERC, ESRC), Innovate UK, European Commission and industrial partners. The centre has around 16 researchers at PhD/post-doctorate level and actively researching and bidding for research grants to sustain its research activities and sets itself as one of the leading research centres in the UK and internationally. The postholder is expected to work closely with the GCARE team, contributing to its growth by developing research proposals to sustain and expand its research activities, impact, and dissemination.</p>		
<p><b>Department Structure Chart</b></p>  <pre> graph TD     A[Head of School] --&gt; B[Academic Lead for GCARE/Project PI]     B --&gt; C[Project Manager]     B --&gt; D[GCARE Project Officer]     D -.-&gt; E[IfS Res &amp; Dev Manager (as a Mentor)]     E -.-&gt; C     </pre>		

**Relationships****Internal**

- GP4Streets PI/GCARE Director
- GCARE Project Officer & RECLAIM Network Plus Manager
- Faculty of Engineering and Physical Sciences academic and professional services staff
- Research and Innovation Services (including finance, IT, media and contracts teams)
- Technology Transfer Office
- Incubation & Enterprise
- Research Administrative Coordinator and Research fellows in GCARE
- Institute of Sustainability Director/members & Surrey academic partners in GP4Streets and RECLAIM Network Plus

**External**

- GP4Streets co-investigators
- GP4Streets academic, non-academic, NGOs and industrial partners
- Partners of RECLAIM Network Plus
- New members of GP4Streets
- Lead/team of the Climate Adaptation Hub
- Others funded projects under the same call, including Met Office as an UKRI suggested partner
- GP4Streets Advisory Group members
- NERC/UKRI Project Management teams