

Post Details		Last Updated: 06/10/2019	
Faculty/Administrative/Service Department	FHMS/Professional Services		
Job Title	Project Manager: MIPLACE		
Job Family	Professional Services	Job Level	4
Responsible to	Senior Lecturer in Synthetic Biology		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
The post holder will have responsibility for coordinating, leading the planning and reporting of administrative aspects of the ERA-CoBiotech 'Project Microbial Integration of Plastics in the Circular Economy (MIPLACE)' to ensure it complies with the requirements of the funding bodies.			
<u>Key Responsibilities</u> 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)			
<ol style="list-style-type: none"> 1. Coordination of administrative tasks of the five international partners involved in this project; 2. Lead reporting, planning and management of administrative tasks of the team at Surrey including Health and Safety requirements; 3. Lead the organisation of events with the ERA-office as well as the assemblies of the consortium; 4. Take part in general assemblies and report to the consortium on administrative matters coordinating 'to do' actions; 5. Administrate online resources for the efficient communication between partners; 6. Administrate online resources related to outreach activities; 7. Support legal compliance of exploitable results (patents, publications, etc.). <p>N.B. The above list is not exhaustive.</p>			
All staff are expected to:			
<ul style="list-style-type: none"> • 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:			
<ul style="list-style-type: none"> • 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. 			
<u>Elements of the Role</u>			
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.			
<u>Planning and Organising</u>			
<ul style="list-style-type: none"> • This is a new interdisciplinary project involving a number of partners in other EU countries with different expertise therefore the post holder will frequently be presented with problem solving challenges, specifically in terms of management and coordination. • Work will be under the direction of the project coordinator Dr. Jose Jimenez and in discussion as part of membership of the project consortium. • Detailed planning is required for reporting of deliverables and milestones. Reporting periods are set by the project proposal as well as by the ERA-CoBiotech office overseen this research programme. 			
<u>Problem Solving and Decision Making</u>			
<ul style="list-style-type: none"> • The post holder is expected to operate with a high degree of autonomy, using their own judgment by drawing on previous experience to solve problems in isolation but will take leadership for seeking, presenting and implementing solutions though working closely with the coordinator and different partners. 			

Continuous Improvement

- A key part of the role is to develop mechanisms for monitoring the progress of different research tasks and to report frequently on this the post holder is therefore expected to take a proactive approach.
- Work with the company providing the online tools supporting coordination to report and present experiences and outcomes to allow them to further develop their sites.
- Another key aspect is the monitoring the progress of both administrative and financial aspects and to report on them. This may include writing reports and making presentations at general assemblies

Accountability

- The post holder will be expected to lead the development of solutions as detailed above but always within consultation with colleagues and under the supervision of the project coordinator.

Dimensions of the role

- This **fixed-term post** has a specific role to achieve and will work as part of a project team without direct management responsibilities.
- Outcomes of the post will be made available online or in presentations for in excess of 30 researchers from all partners involved in the consortium.
- The post holder has budgetary responsibility overseen global expenditure and managing event organisation and outreach activities.

Supplementary Information

- The role may involve some travel general assemblies in European countries (twice per year).

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.

Qualifications and Professional Memberships

Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles.

Essential

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

Qualifications relating to research in biological disciplines

Desirable

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**

Experience in research environments

Essential

2

Experience in administration and coordination of large research projects

Desirable

n/a

Experience of working with a range of IT systems and software

Desirable

n/a

Experience reporting to the European Commission

Desirable

n/a

Prior experience of scientific reporting through publications or similar

Desirable

n/a

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

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

2

Managing and Developing Performance	-
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 Synbio lab at Surrey led by Dr. Jimenez is composed at the moment by four PhD students and counts with the support of three research assistants. The lab will be recruiting two postdoctoral researchers in the coming months in preparation for MIPLACE. Besides the research activities taking place at Surrey, MIPLACE will involve close collaboration with partners at the University of Aachen (Germany), University of Leipzig (Germany), University of Valencia (Spain) and Soprema Ltd (France). Surrey will act as the project coordinator and the post holder will act as the main point of contact between partners, as well as with the ERA office managing this research programme on behalf of the European Commission and the different national funding bodies.</p> <p>The post holder will enjoy an exciting role directly involved in multidisciplinary scientific developments as well as with other stakeholders, since she/he will contribute to outreach activities and will engage with policy makers and the general public via different channels. Given the current societal alarm caused by the unwanted accumulation of plastics in the environment, with a modern communication strategy, the post holder would be in a very strong position to pursue further roles with the School of Biosciences and wider University</p>	
<p><u>Relationships</u></p> <p><u>Internal</u></p> <ul style="list-style-type: none"> • Academic colleagues in research capacities • Work closely with IT to ensure trialling and delivery of IT tools <p><u>External</u></p> <ul style="list-style-type: none"> • The post holder will be expecting to use their sound communication skills to build excellent working relationships with other members of the consortium and the ERA office. 	