**Job Description: Professional Service Positions**

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| **Faculty/Directorate/Service Area:** | *Science and Engineering* |
| **Job Title:** | Project Manager – REACH-PSM and TEA@SUNRISE |
| **Department/Subject:** | *Materials Science and Engineering* |
| **Salary:** | *Grade 8: £39,355 to £45,413 per annum* |
| **Hours of work:** | *To be completed detailing full time or hours of work* |
| **Number of positions:** | *1* |
| **Contract:** | This position is funded to December 2027 |
| **Location:** | This position will be based at the Bay Campus |

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| **Main Purpose of Post** | The REACH +SUNRISE Project Manager (RSPM) will lead the REACH-PSM and TEA@SUNRISE projects, overseeing planning, implementation, and execution while ensuring objectives, milestones, and deliverables are met within budget and time constraints. The role involves coordinating interdisciplinary teams and stakeholders, engaging with international partners, and ensuring compliance with UKRI, FCDO and ODA funding regulations.  **Key Responsibilities:**  Working closely with the Swansea REACH and SUNRISE teams and Project Director the RSPM will be responsible for the following.  **Project Planning & Coordination:**   * Develop and maintain a comprehensive project work plan with key milestones and responsibilities. * Coordinate cross-functional teams across Swansea University and international partner institutions. * Ensure seamless communication between research teams, industrial partners, and funding bodies. * Organize and facilitate consortium meetings, workshops, webinars, Leadership Group meetings and stakeholder engagement sessions.   **Budget & Resource Management:**   * Monitor project budgets, ensuring appropriate fund allocation and expenditure tracking. * Work closely with finance teams to prepare financial reports for UKRI, Carbon Trust and stakeholders. * Identify and mitigate financial risks while ensuring compliance with funding regulations.   **Stakeholder Engagement & Collaboration:**   * Build and maintain strong relationships with academic, industrial, and community partners. * Facilitate knowledge transfer and capacity-building activities among partners. * Engage with policymakers and regulatory bodies to support project sustainability.   **Compliance & Reporting:**   * Ensure compliance with UKRI, FCDO and ODA funding guidelines. * Prepare and submit periodic progress reports and risk assessments. * Maintain project documentation for transparency and accountability.   **Risk & Issue Management:**   * Identify and implement mitigation strategies for project risks. * Address challenges related to international partnerships and regulatory compliance. * Ensure adherence to health, safety, and environmental standards. |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of your day to day activities to ensure working practices are compliant with the University's Risk Management Policy. **Grades 1-6** / To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy **Grades 7 and above.** |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values ([http://www.swansea.ac.uk/the-university/professional-services-values/](https://www.swansea.ac.uk/the-university/values/professional-services-values/)) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. In addition the appointee will operate to a defined set of Leadership values. Our values are:  **We are Professional** We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.  **We Work Together**          We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.  **We Care** We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.  Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Project Management** | **Project Management at Swansea University**  **Working with the Association for Project Management (APM)**  Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities.  The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team.  All project management staff are expected to become a member of a project management professional body, ideally the APM, see <https://www.apm.org.uk/membership/> for guidance on individual membership. |
| **Person Specification** | **Values:**   1. Demonstrable evidence of taking pride in delivering professional services and solutions 2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers. 3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience   **Qualification:**   1. Educated to degree level or equivalent. 2. Willingness to work towards an Association for Project Management (APM) qualification. 3. Willingness to work towards APM membership.   **Experience:**   1. Experience in managing and monitoring project finances to ensure that the project is delivered within budget and achieves value for money. 2. Experience in creating a detailed project plan on a project with limited complexity and then managing and monitoring the plan to ensure successful completion of activities to achieve the required quality, timescales and budget targets. 3. Experience of identifying risks and planning, implementing and monitoring responses to those risks on a complex project 4. Experience of managing and influencing stakeholders on a project of limited complexity   **Knowledge and Skills:**   1. Good organisational skills, the ability to manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones. 2. Good communication skills with clear evidence of effective presentation skills, report-writing skills and the ability to converse with a range of stakeholders. 3. Knowledge of a project management planning tool such as MS Project 4. Knowledge of renewable energy technologies and International sustainability frameworks.   For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/).  **Desirable Criteria:**   1. Experience of working in the Higher Education environment and dealing with stakeholders in the HEI environment 2. Willingness to travel internationally (Kenya, Nigeria, Rwanda, South Africa, India, Malaysia) 3. Experience of writing proposals and submitting bids to funding bodies 4. Experience of operating within governance structures for a project 5. Knowledge of UK funding rules, controls and communications 6. Demonstrated commitment to personal and professional career development |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** | Informal enquiries: [m.l.davies@swansea.ac.uk](mailto:m.l.davies@swansea.ac.uk)  Shortlisting Date:  Interview Date:  *Line Managers are responsible for assessing whether a role requires a DBS check.*  *In doing so, each role should be assessed using the* [*Gov.Uk online tool*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Ffind-out-dbs-check&data=05%7C02%7CNicola.Evans2%40Swansea.ac.uk%7C1154cb9685034765ac1a08dcc7412daa%7Cbbcab52e9fbe43d6a2f39f66c43df268%7C0%7C0%7C638604329942679202%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=B%2Fr2r6ulUTonQMpXXjkak228xZt6DOGDhAbFrMbwJCE%3D&reserved=0) *(support is available if required from the* [*HR BP Team*](https://staff.swansea.ac.uk/human-resources/who-we-are/#business-partnering=is-expanded)*)*  ***In cases where a satisfactory DBS Check is required, this must be received and assessed before a start date can be confirmed*** |

  