



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

EU CONSTRAIN Project Manager

School of Earth and Environment, Faculty of Environment



Salary: Grade 6 (£27,025 - £32,236 p.a. pro rata)

Due to funding limitations the post will be appointed at no higher than spine point 26 (£29,515 p.a. pro rata)

Reference: ENVVE1331

Closing date: 19 June 2019

Fixed-term: 60% FTE until 30 June 2023 (external funding)

This post is open to flexible working and job share

EU CONSTRAIN Project Manager

School of Earth and Environment, Faculty of Environment

Affiliated to the Priestley International Centre for Climate

Would you like to be part of an exciting new EU CONSTRAIN project working with 13 partners across 9 countries to improve our understanding of the processes controlling climate change? Do you have a strong background in project management and administration with excellent organisational and communication skills?

Working with [Prof Piers Forster](#), [Dr Amanda Maycock](#) and colleagues, you will contribute to the success of an exciting new European Union Horizon 2020 funded project - Constraining uncertainty of multi-decadal climate projections (CONSTRAIN). CONSTRAIN brings together world-leading climate scientists to improve future climate projections and inform climate policy decisions on the European and international stage. This 8€ million programme of research and stakeholder engagement will be led by the University of Leeds and involve ~40 researchers from across the EU and Israel

Specifically you will provide frontline support and lead on the practical day-to-day project management support and administrative responsibilities associated with this project. You will be responsible for leading the co-ordination of project meetings. You will work closely with the lead academic, Piers Forster, and the Policy and Science Coordinator to ensure the success of the CONSTRAIN programme and to report on project progress to the European Commission.

With considerable experience of overseeing and coordinating complex projects and events, you will have excellent communication skills, be highly organised and have a track record of delivering results. You will have strong finance managements skills with experience of monitoring and reporting on expenditure. Ideally, you will also have prior experience of working in a University environment and interacting with its workplace systems management processes and procedure regarding procurement and administration.



What does the role entail?

As a Project Manager your main duties will include:

- Providing high levels of project management co-ordination including maintaining and implementing the project plan, efficient and timely delivery of the project outputs, proactively co-ordinating the timely submission of deliverables, managing and coordinating specific tasks and targets to meet project objectives and deadlines and following progress to ensure the project remains on track;
- Coordinating project specific events including steering committee, advisory board and management meetings. This will include actively contributing to and recording of any follow up actions and tasks arising;
- Providing PA support for Prof Piers Forster and the Policy and Science Coordinator in their respective roles to aid the administrative and management aspects of the project;
- Assisting with the collation, formatting and publication of deliverables and other documents, and supporting maintenance of the project website;
- Work closely with colleagues in the Faculty Research Office and the academic lead to draft/monitor complex budgets and cost centres, including maintaining of financial records, monitoring costs and highlighting corrective action where required;
- Being accountable for administrative, financial and procurement activities for all travel and accommodation in the UK and overseas, including frontline liaison with the Faculty Finance team and reporting to the CONSTRAIN_Policy and Science Manager and Academic Project Lead who have overall responsibility for the project;
- Provide high-level, pro-active assistance to the CONSTRAIN_Policy and Science Manager effectively communicate with all project partners to ensure the success of the project, including supporting preparation of reports and organising meetings with lead academics, identifying and implementing actions for improvement, influencing and negotiating where necessary to achieve project outcomes.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



What will you bring to the role?

As a Project Manager you will have:

- A strong background in managing projects with experience of successfully co-ordinating and delivering complex events and activities and monitoring associated budgets;
- Proven successful and relevant experience in an administrative role in a large or complex environment;
- Experience of building and maintaining relationships with internal and external stakeholders and effectively influencing and negotiating with others to achieve desired outcomes;
- Excellent organisation and time management skills with an ability to prioritise tasks to meet tight deadlines and work effectively under pressure;
- Excellent interpersonal and communication skills, both written and verbal, using judgement to interpret requirements with little or no recourse to line management;
- A proven ability to work well both individually and within a team;
- Experience of financial management and reporting;
- Experience of producing reports for a varied audience;
- Strong analytical and problem solving skills, with the ability to proactively identify and address problems quickly and independently.

You may also have:

- Experience of working in a University environment and interacting with its workplace systems management processes and procedure regarding procurement and administration;
- Experience of website maintenance.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.



Contact information

To explore the post further or for any queries you may have, please contact:

[Prof Piers Forster](#), Academic Project Lead

Tel: +44 (0)113 343 6476

Email: P.M.Forster@leeds.ac.uk

Additional information

Find out more about the [Faculty](#), our [School](#) and the [Priestley International Centre for Climate](#).

Find out more about Equality and Inclusion and Athena Swan in the [Faculty](#) and the [University](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

