

Job Description

| Job Title | Programme Project Manager |
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| Department/Institute | Department of Computer Science |
| Grade: | 4 Professional Services |
| Salary: | £27,813 - £28,568 |
| Working hours per week: | 35 |
| Appointment period: | 54 months |
| Reports to: | Principal Investigator and Project Management Board |
| Location: | Based on the Mile End Campus. |

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| Job Purpose |
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Background: The European Union (the 'Commission') have awarded a Consortium of Universities headed by QMUL to undertake novel and leading-edge technical research over a period of five years into the integration of robot technology with peoples abilities and aspirations- the *LIREC* 'Llving with Robots and intERactive Companions' project. This work will be managed by the Consortium Members with a Project Management Board, chaired by the PI.

The **purpose** of this role is:

- To undertake technical managerial duties related to the LIREC European project
- To ensure, under the supervision of the chair of the Project Management Board (the PI), the objectives and deliverables of the LIREC research programme are achieved on time and on budget.

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| Main Responsibilities |
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Overall responsibility is to ensure efficient delivery of agreed outputs from the consortium.

Examples of these include:

1. Writing and editing sections of reports to the EU with the help of those conversant in the technology (Project Reporting)
2. Identifying areas of application of the technology and how the research can be brought to the attention of the user community (Project Dissemination)
3. Communication of important outputs to the Commission (Project Promotion)
4. Prepare and review project management plans with the Consortium and Commission (Project Management)
5. Communicate the outputs of the project to a lay audience (Project Outreach)

Specific responsibilities required in order to complete overall responsibility include:

1. Manage internal project documentation and specifications
2. Maintain the Quality Assurance Plan
3. Supervise project progress according to objectives and work plan

4. Organise meetings and attend important meetings
5. Collect & review reports from partners
6. Negotiate disputes between consortium members
7. Keep consortium informed of issues as they arise
8. Assist in preparation of follow-up documents at project end, e.g. business plan, new grant proposal
9. Communicate between Commission and partners
10. Ensure effective communication between partners (mailing lists)
11. Ensure project timetables are maintained, and flag any discrepancies
12. Keep accurate and up-to-date record of costs, resources and time scales
13. Maintain Website with project & consortium descriptions, documentation, deliverables, discussion forum, news
14. Disseminate promotional information
15. Be Secretary to the Project Management Board as described in the LIREC Consortium Agreement

Decision Making

1. Judgements involving straightforward facts or situations, some of which require analysis.
2. Recommendations to Project Management Board, which require the analysis, interpretation and comparison of a range of options in the work package programme.
3. Decisions regarding the production of information in response to a well specified work package programme.
4. Decisions to be made in conjunction with grant coordinator and relevant contacts in Research Grants Administration.

Working Relationships & Contacts

Providing, receiving and presenting complex information to a group of researchers and administrators, including researchers and academics within the department, researchers and administrators within the project consortium, and administrators for the European commission.

1. Coordinator - weekly
2. Other administrative/computer support staff – occasional
3. QM consortium members – regularly
4. Human resources – occasional (in person/telephone/email)
5. Research Grants Administration and Finance – regularly
6. Lead academic staff of the consortium institutions in requests/reminders by email for deliverables – regularly
7. EU Project Monitoring Officer – regularly
8. EU central administration staff – occasional
9. Project Management Board – regularly

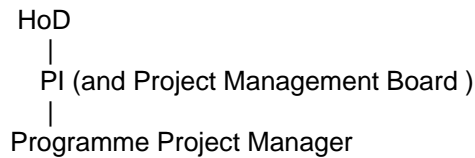
Dimensions

Only monitoring of budget, all payments and decisions on expenditure are made by the Project Management Board.

Organisation Chart

The job holder is responsible to the Project Management Board, chaired by the PI and has no real interaction with any School Staff other than the PI.

Reporting structure:



Person Specification

Qualifications

Degree or relevant administration qualification (essential)

Experience

1. Experience of working in technical project management or administration (desirable)
2. Experience with working with academic partners (desirable)

Knowledge

1. Knowledge of Excel and MS office products (essential)
2. Experience of providing and maintaining web content (desirable)
3. Minute taking (essential)
4. A background in Robotic research to allow effective interpretation of research outputs to EU and lay public (desirable)

Skills

1. Ability to work as part of a team (essential)
2. Ability to communicate complicated ideas (essential)
3. Ability to multi-task and assemble documents (essential)
4. Good command of written and spoken English (essential)
5. Ability to work unsupervised, on own initiative (essential)
6. Attention to detail (essential)
7. Organisation skills / methodical approach (essential)
8. Ability to prioritise (essential)

Disposition

1. Able to work creatively within a community
2. Good interpersonal skills / ability to deal with all types / levels of staff / customers
3. Evidence of ability to cope well under pressure
4. Enthusiasm, pleasant manner

Circumstances

1. Willingness to be flexible on hours of work on a regular basis (essential)
2. Willingness to travel to meetings in the UK and overseas (essential)
3. Smart appearance, consistent with nature of post and environment
4. Confidentiality