

Job Description

Job title:	Research Project Coordinator
Department/School:	Research Development & Support Office (RDSO)
Reports to:	Research Project Manager
Grade:	7
Location:	University of Bath, Claverton Down, Bath

Job purpose

The Research Project Coordinator role is responsible for supporting externally funded research, and at times other, projects, e.g. research projects secured by academics from Funding Bodies such as RCUK and European Commission.

Typical activities

- Set up projects using PRINCE2, i.e. basic documentation is in place to record expectations and in particular success measures.
- Organise and influence project management meetings ensuring all paper work is in place, actions are followed up, reports produced and finances are monitored.
- Monitor contractual compliance, e.g. reporting and management.
- Ensure project closure: developing lessons learnt and defining the steps to be taken after the project has closed.

Context

An important role of the Research Development & Collaborations (RD&C) Team within the Research Development and Support Office (RDSO) is to work alongside Research Project Managers, academic staff and Research Development Managers to support the delivery of externally funding activities and other projects at the University of Bath.

The RD&C Team is charged to identify and secure research collaboration opportunities, facilitate the application process or commercial negotiations, and, on a case by case basis, can provide a professional project management service for large multi-party projects, ideally involving public and private organisations.

Source and nature of management provided

Although the Research Project Manager is the line manager for this role, there will be times when another Research Project Manager or an academic Principle Investigator will take a supervisory role for direction, oversight and guidance in relation to those projects managed by the same.

Staff management responsibility

There is currently no direct line management for this role

Special conditions

None

Main duties and responsibilities	
1	To support Research Project Managers or Principle Investigators to ensure projects meet time, budget and quality expectations. This role is expected to be proactive in solving problems and delivering the activities delegated to them. On occasion this role may support a couple of projects independently.
2	To support existing, or where appropriate develop, effective communication structures, channels and tools to maximise the delivery of projects.
3	To ensure that funding and authorisation is in place for projects and to work within agreed budgets.
4	To use project management tools, processes and procedures, to ensure that project decisions made are well-informed and justified.
5	At times to provide professional support to one or multiple projects depending on the needs of the Research Development & Collaborations Team.
6	To organise and run a mixed portfolio of events and activities as assigned by a Project Manager or otherwise in agreement with the Head of Team. These activities might include priority setting events, brokerage meetings, competitions and dinners.
7	To communicate effectively with and develop strong professional relationships with appropriate staff across the University. This will require the successful candidate to engage with staff at senior levels across the University of Bath and with external stakeholders.
8	To develop new content for marketing communications relevant to projects, specifically interviewing, preparing the text and collating the text into leaflets, web pages, brochures, fliers, etc.
9	To ensure that all advice given and developments engaged in fully reflect University strategy and policies.
10	Wherever possible, to identify or develop and seek to spread viable best practise in project management. To contribute to the development of a project management "toolbox" and support its implementation in the wider community by developing new training opportunities and materials.
11	As required, on a project-by-project basis: <ul style="list-style-type: none"> • To engage with the relevant service departments of the University responsible for the projects, ensuring adequate flow of information from and to relevant project structures, e.g. Project Boards. • There may be requirements from time to time, to provide administrative assistance to the relevant service departments, e.g., time sheets, meeting minutes etc.
12	To engage with relevant professional services of the University of Bath to ensure adequate flow of information (both ways).
You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.	

Person Specification template

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications					
Educated to degree level	√		√		
Relevant postgraduate research degree		√	√		
PRINCE2 project management qualification		√	√		
Experience/Knowledge			√		
Experience across a variety of relevant business-related roles.	√		√		
Proven ability to provide professional support to highly complex research projects, especially RCUK and European Commission	√		√	√	
Experience of research project management in the context of an academic environment		√	√		
Experience of organising and managing workshops and events	√		√	√	
Experience of producing succinct reports and analysing data	√		√	√	
Familiarity in website design or content management, and the production of marketing materials	√		√		
Some experience of research management and exploitation of research outcomes, e.g. ERDF projects		√	√		
Good knowledge of the Higher Education sector	√		√	√	
Experience of working with academic staff	√		√	√	
Business development experience		√	√		
Experience of using Client Relationship Management software		√	√		
Skills			√		
Microsoft Project, Excel & Word	√		√		
Excellent influencing and negotiation skills	√		√	√	
Leadership skills to inspire and enthuse project team members and the wider academic community	√		√		
Skilled at dealing with difficult people and situations	√		√	√	

Reporting regularly (oral and written) complex or detailed specialist information in relation to project activity	√		√	√	
Attributes					
Ability to work to strict deadlines and under pressure, often with diverse and ill-defined briefs	√		√	√	
Ability to think strategically and to contribute to strategic direction	√		√		
Strong team playing skills and desire for projects to succeed	√		√	√	

Code: A/F – Application form, I/T – Interview/Test, R - References