Project Manager
WMG
£29,799 - £38,833 pa
Fixed Term Contract for 24 months

This post is offered on a fixed term basis for 2 years.

Are you looking for a role which combines science, engineering and project management? Are you an engineer/researcher specialising in quality control/data analytics or robotics/automation who can also bring project management experience to help us actively support on-going initiatives?

Reporting to the Principal Investigator, you will be involved in managing rapid deployment of new manufacturing technologies and pipeline activities necessary for lightweight strategy in automotive industry. You will work closely with the research team and Marketing to guide and maintain the portfolio long term plan, and also demonstrate a clear understanding of the needs of stakeholders (both from a technical and commercial perspective) and how we can help them reach their goal.

You will be responsible for ensuring that projects run smoothly and to a high standard, fulfilling all requirements of the funding bodies and leading to high quality research outputs. You will play a key role in the preparation and completion of the final reports to funding bodies.

You will have experience of working in a research environment in either Higher Education, research funding agency, industry or government body, along with an excellent standard of written and spoken English including a demonstrable ability to prepare written reports and application documents. You will be responsible for ensuring that projects run smoothly and to a high standard, fulfilling all requirements of the funding bodies and leading to high quality research outputs. You will play a key role in the preparation and completion of the final reports to funding bodies.

In return we will provide you with a great range of benefits which include an attractive pension scheme, 30 days holiday plus Christmas closure, some fantastic savings on a wide range of products and services, and excellent learning and development opportunities.

This role will be advertised shortly on the University of Warwick Job Search pages. If you would like to be considered for this role, please forward your CV to WMGrecruitment@warwick.ac.uk clearly stating the job title that you are interested in, and we will make contact with you when it is advertised. You can also set up job alerts on the University of Warwick Job Search page, so you can be made aware of vacancies that may be suitable when they become available.
JOB DESCRIPTION

JOB PURPOSE:

To provide effective project management for portfolio of projects within Digital Lifecycle Management Group of WMG to ensure that the project runs smoothly and to a high standard, fulfilling all requirements of the funding bodies and leading to high quality research outputs.

DUTIES AND RESPONSIBILITIES:

Project Management

1. Responsible for project management of a large scale up-validation project to ensure new manufacturing technology meet a high standard of quality and meet customer requirements. Work closely with the team to verify and validate and scale-up the developed technology.

2. Develop and maintain effective communications and working relationships with existing and any new collaborators and staff on the project team and relevant stakeholders. Interact with cross functional groups in a productive, collaborative manner.

3. Develop and implement project management strategies to manage the activities of the project including monitoring of progress against targets for delivery of outputs and outcomes, whilst enabling high quality research to be undertaken. Ensure project plans are established with input from key stakeholders and provide regular project status and metrics updates as well as intermediate and final reports.

4. Influence project members to ensure timely delivery of the project deliverables.

5. Maintain an up-to-date project plan continuously checking project deliverables against the business case. Escalate issues as appropriate to ensure the project targets are achieved to agreed timescales and budget.

6. Support the research team in strategy development and research grant applications. Ensure bids are produced, reviewed and successfully delivered to the funding agencies on time.

7. Interface between key stakeholders to ensure staff and management remain informed on key project components at all times.

8. Create demand for the developed technologies by raising profile with key clients and create opportunities for new projects.

Financial Administration

9. Develop and maintain systems for financial monitoring of the project including the creation of financial records and reporting on these to the Project Board, Advisory Group and/or Steering Committee in terms of spend, commitment and income against agreed financial targets.

10. Maintain an accurate record of project budgets.
Research Area Focus

1. Provide expertise in quality control/data analytics or robotics/automation within the new technology/product development function.

2. Responsible for managing new manufacturing technologies pipeline from initial target selection to final offering and then creating opportunities for new projects.

3. Build working relationships with various university and industry based stakeholders to support rapid deployment of new manufacturing technologies pipeline.

4. Work with the research team and marketing to guide and maintain portfolio long term plan. Understanding the needs of stakeholder and how we can help them reach their goal.

Project Administration

11. Provide administrative support to the project team and relevant project governance groups, collating information on project activities and providing progress reports as required.

12. Play a key role in the preparation and completion of final reports to funding bodies.

13. Oversee the development and maintenance of appropriate communications tools to support the project, including a project web site and social media tools.

14. Coordinate any ethics and information governance activities required for the project (e.g. ethical approvals, data handling policies).

15. Support the research team in strategy development and research grant applications.
### PERSON SPECIFICATION

**POST TITLE:** Project Manager  
**DEPARTMENT:** WMG

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

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<thead>
<tr>
<th>REQUIREMENTS</th>
<th>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</th>
<th>MEASURED BY:</th>
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<tbody>
<tr>
<td>The post holder must be able to demonstrate:</td>
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<td>a) Application Form</td>
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<td>Educated to degree level with a 2:1 (or equivalent experience)</td>
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<td>b) Test/Exercise</td>
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<td>Project management qualification such as APM/Prince 2 or equivalent experience</td>
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<td>c) Interview</td>
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<td>Experience of working in a research environment in either Higher Education, research funding agency, industry or government body</td>
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<td>d) Presentation</td>
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<td>Have demonstrated excellent knowledge of quality control/data analytics or robotics/automation</td>
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<td>Experience of interpreting and adhering to detailed and precise requirements</td>
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<td>Meticulous ability to manage and organise workloads from a diverse client and project portfolio over a range of timeframes</td>
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<td>High level of accuracy with excellent attention to detail &amp; thorough, methodical &amp; flexible approach</td>
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<td>Ability to develop and maintain appropriate systems for financial control of the project budget</td>
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<td>Ability to understand, interpret and advise on complex guidelines and terms and conditions associated with external funding and be able to communicate these to the project team</td>
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<td>Excellent communication skills with the ability to communicate authoritatively and well at all levels, both internally and externally</td>
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<td>Ability to successfully negotiate, influence and persuade at a senior level</td>
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<td>Excellent standard of written and spoken English including a demonstrate ability to prepare written reports and application documents</td>
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<td>Competent in using a broad range of computerised systems, databases and data sources to support project management, improved communications, information and data dissemination</td>
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<td>Ability to prioritise workload and plan work to meet tight deadlines</td>
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<td>Experience of website development</td>
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<td>Possession of a PhD in a relevant discipline or equivalent experience</td>
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Further Particulars

For information about WMG, please visit our website:
http://www2.warwick.ac.uk/fac/sci/wmg/

This role will sit within the Digital Lifecycle Management Group in WMG. This Group, headed by Professor Darek Ceglarek, conducts research aimed at developing methodologies that integrate products, processes and complex services with system design to create a novel closed-loop lifecycle modelling and synthesis framework, as well as self-resilient production and service systems that are robust to changes and six-sigma faults. This breaks new ground by establishing a field of research on the interface between product design, system design, manufacturing and intangible services. The developed methodologies have significant impact on a range of areas including automotive, aerospace, consumer goods and the healthcare services.

For further information on the work of the Group, please visit:
https://www2.warwick.ac.uk/fac/sci/wmg/research/manufacturing/