

Publicly Funded Projects Manager – CEMMNT

Requirement

The Centre of Excellence in Metrology for Micro and Nano Technologies (CEMMNT) is recruiting an experienced Projects Manager, able to provide hands-on day-to-day management and delivery of publicly funded projects.

Location

The position will be based at **CEMMNT Hub Ltd**, Systems Engineering Innovation Centre, Sir Denis Rooke Building, Holywell Park, Loughborough University, Loughborough, Leicestershire LE11 3TU

Compensation

Negotiable, commensurate with experience

Term

Full-time, with 2-year contract initially

Role

1. Manage the delivery of publicly funded projects in which CEMMNT is either the sole contractor, lead partner, or a non-lead participant
 - a. Plan, organise, and deliver full range of targeted activities (including events such as conferences, workshops, etc.) that enable CEMMNT to achieve project metrics
 - b. Create flexible databases that can be analysed and utilised, as required
 - c. Co-ordinate activities of CEMMNT partners, which are participating in and contributing to projects
 - d. Represent CEMMNT and manage its collaborative activities with other organisations in joint projects
 - e. Manage project communications with CEMMNT partners and other organisations (meetings, etc.)
 - f. Devise and utilise methods and tools to measure project impact and additionality
 - g. Manage and work to project budgets
 - h. Create and manage accounting systems for tracking and properly allocating costs to projects
 - i. Prepare, submit, and follow up project funding claims
 - j. Perform all administrative requirements for projects on a timely basis
 - k. Prepare written and oral reports describing project results and impact, as required
2. Lead and/or support CEMMNT's proposal, preparation, and application for publicly funded projects
 - a. Identify publicly funded opportunities for which CEMMNT might apply
 - b. Assist with the creation of partnerships bringing together organisations qualified to win publicly funded projects and capable of their delivery
 - c. Co-ordinate with CEMMNT partners and other organisations to define and allocate scopes of projects, which enable preparation of successful proposals and eventual delivery
 - d. Write (or manage preparation of) high-calibre proposals that can win publicly funded projects

Skills and Experience

Essential

- Broad range of project management experience, including delivery of publicly funded projects and programmes conducted by consortia
- Well-rounded project management skills, as well as commercially astute
- Strong organisational skills
- Clear communication and presentational skills, as well as coherent writing skills
- Capable IT skills
- Detail oriented with a commitment to complete tasks on a timely basis
- Hands-on style manager comfortable in a small company environment, who can blend strong team ethic and commitment with being a self-starter able to work without close supervision
- Able to diplomatically engage with and successfully manage diverse stakeholders
- Comfortable managing a variety of different activities at any one time
- Experience working with both industry and academia
- Experience working with international organisations (i.e., EU, OECD) and government bodies (i.e., TSB, DEFRA)

Desirable

- Degree qualification in science or engineering preferred
- Familiarity with East Midlands' technical and scientific community (industry, academia, etc.)

Contact

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Chief Executive Officer

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