

Posted: 01/12/2020 13:40

Salary: Circa £31,365

Location: Dundee

Level: Hutton D

Deadline: 21/12/2020 23:59

Hours: 37.00

Benefits: Generous

Job Type: Permanent

James Hutton Limited (JHL), the commercial subsidiary of the James Hutton Institute, is seeking to appoint a Project Manager to manage a portfolio of projects including multi-partner Innovate UK funded projects, breeding programmes and EU-funded projects. The Project Manager will be responsible for ensuring that projects are delivered on time, within budget, and that all necessary reporting to funders and other stakeholders is done in a timely manner.

The ideal candidate will have a science degree and experience in managing multi-partner research collaborations. Experience of managing EU or Innovate UK projects is desirable but not essential. A formal project management qualification is desirable as is experience of using project management software.

This post will be based at our Dundee site; although there may be a requirement to travel both within the UK and internationally.

More information on the detail of the post and the post holder can be found below in the job description.

Main Purpose of Job

To support the Head of JHL in ensuring the effective delivery of JHL multi-partner research & commercial UK / EU collaborations / contracts, ensuring "best practice" approach to JHL Project Management Office (PMO) activities.

Coordinate multiple project activities / requirements to ensure project objectives and deliverables are met. Ensure performance standards and effective measurement tool for JHL PMO are maintained. To assist with meeting JHL Business goals / sales targets for the PMO services. Participate in senior management team activities when required

Main duties of post holder

- Demonstrate and apply project coordinating disciplines, including project / program planning, risk / issue / budget and resource management, decision making skills, with an exceptional focus on delivery.
- Represent the needs of internal business customers, stakeholders and senior managers throughout the project lifecycle from idea to implementation and eventual commercial /research exploitation.
- Utilise relationship building skills and engage effectively at all levels of the organisation and external organisations.
- Engage with multi-disciplinary teams across potentially multiple geographic sites to successfully deliver the business outcomes for stakeholders and collaborators through the complete project lifecycle.
- Demonstrate personal flexibility in the pursuit of achieving project objectives on schedule, on budget and to the required standards.
- Take account of and assess situations and make appropriate decisions when faced with complex multiple demands and issues that can, and will, arise throughout the project lifecycle.
- Liaise with third party suppliers to resolve problems, ensuring successful delivery on projects
- Contribute to operational discussions and the overall James Hutton Group Project Management community, through effective participation in formal and informal activities.
- Assist Business Development Managers with identifying resources and managing senior internal and external stakeholders to ensure project / program objectives are delivered.

- Apply appropriate oversight, control, and anticipation of challenges, to achieve the overarching project / program plan.
- Coordinate project / program activities to enable them to be delivered on time, within budget, and to ensure all governance, risk and regulated frameworks are adhered to throughout the project life cycle.
- Assist with the creation, update and generation of reports aligned with both stakeholder, partner, external client and JHL requirements.
- Promote project management service and activates through events / networking / presentations.

Qualifications/Skills/Knowledge

Essential Qualifications

- Scientific related degree

Desirable Qualifications

- Life Sciences degree
- Account management or administration qualification

Essential Experience

- Experience in the administration of multiple large projects, ideally science or academic projects
- Experience with managing / administering budgets
- Experience with liaising with and coordinating third parties, and suppliers

Desirable Experience

- Experience in Project Management / Coordination, with knowledge of full project life cycle
- Proven track record delivering projects with budgets circa £50,000 - £2M
- Experience of managing third party deliverables and contracts
- Quality Management experience

Essential Skills

- Candidates must have project administration skills with a proven track record in delivering Technology/ Business solutions and/or outcomes.
- Negotiation and communication skills for effective stakeholder interactions and experience working with a wide range of people and roles
- Ability to identify and resolve problems and issues
- Excellent computer skills, with demonstrable proficiency in the use of Microsoft Office, SharePoint, Drop Box, Outlook, and Doodle Polls
- Knowledge of general project management tools.
- Effective decision-making skills, and customer service awareness
- Attention to detail and the ability to work autonomously are all essential aspects.
- Effective time management skills with proven ability to handle the administration of multiple projects
- Excellent written and verbal communication skills, with the confidence and ability to communicate effectively
- The ability to develop and manage relationships with stakeholders (external and internal).
- Ability to work effectively and alongside Marketing Manager to promote and disseminate projects.

- Ensure partners are engaged and information is delivered well to maintain strong interactions across consortiums
- Ability to work effectively and alongside Business Development Managers to build project consortiums / find outputs for project outcomes.
- Be able to have effective handovers from Business Development Managers to ensure projects deliver upon what was promised.
- Willingness and ability to travel to trial sites on occasion, within and without the UK.
- Self-motivation, patience and willingness to learn and encourage new skills.
- Ability to chair meetings.

Desirable Skills

- Understanding of business and academic collaborations
- Solid problem-solving ability, able to recognise and communicate potential issues impacting the organization / project.
- A working knowledge of database or statistical software would be advantageous
- Effective time management skills with proven ability to handle the management of multiple projects
- Must be capable of focusing and maintaining project direction
- Basic knowledge of patents
- Full driving license.