JOB DESCRIPTION
Ref: A1929

Job Title: Project Manager of RECIRCULATE
Present Grade: 8P

Department/Faculty: Lancaster Environment Centre

Directly responsible to: RECIRCULATE Programme Director (currently Prof Nigel Paul)

Supervisory responsibility for: 1 grade 6 Project Administrator

Other Contacts:
Internally: RECIRCULATE Programme Director, Heads of Departments and knowledge exchange across FST, Management School and FHM; RECIRCULATE Executive group; Project Operational Team (including direct report and business partnerships staff); Research Support Office, Project Support Unit, members of the Lancaster University GCRF Steering and Management Group.

Externally: Senior members of UK and West African project steering group; Senior officers and admin staff at RECIRCULATE Phase 1 partners (CSIR, LU Ghana and UniBen) and Phase 2 Partners (Botswana International University of Science and Technology, African Technology Policy Studies Network (Kenya)) Network), Malawi National Commission for Science and Technology and Copperbelt University (Zambia); UK and West African academic, policy and business partners; RCUK and GCRF management teams;

This new high profile role will provide project management for the £6.8M RECIRCULATE project funded by Research Councils UK through the Global Challenges Research Fund (GCRF) (http://www.rcuk.ac.uk/funding/gcrf/growingcapability/).

GCRF funding over 4 years will support new partnership-based approaches to enable West African researchers to grow transformational impact through (i) working with, in and for their communities and (ii) developing robust, durable and equitable partnerships with UK researchers. The programme will have an initial focus on Ghana and Nigeria, with phased expansion to other partners in Kenya, Malawi, Zambia and Botswana.

Principle responsibilities will include:

1. Project Management of all UK-based and West-African-based programme activities and processes. This will include:
   1.1. Working effectively with the RECIRCULATE Programme Director and governance structures, and with colleagues in the Research Support Office and Project Support Unit, to ensure the highest quality of project management, evaluation and monitoring in all aspects of the project;
   1.2. Line managing the RECIRCULATE project management team, consisting of a full-time programme Administrator and part-time Programme Assistant;
1. Taking a lead in the monitoring, evaluation and reporting of project finances in line with RCUK aligned methodologies in consultation with the RECIRCULATE project management team, the programme Director and the University’s Research Support Office and Project Support Unit, and administrative staff in partner institutions.

1.4. Providing regular progress reports on all operational (training, research, KE) and financial aspects of the programme, as required by the RECIRCULATE Programme Director and governance structures, and by the funders;

1.5. Advising the Programme Director and RECIRCULATE Executive group on any additional training requirement for administrative staff working on RECIRCULATE (at Lancaster and in partner institutions) to ensure the development and sharing of best practice in managing this type of complex grant, and in doing support future funding application;

1.6. Leading discussions and meetings with Project managers from other cognate GCRF grants, sharing best practice across the whole programme;

1.7. Leading effective marketing and promotion of RECIRCULATE to key stakeholders in the UK, and working with partner organisations to market and promote across Ghana and Nigeria and pan-African channels

1.8. Working with the wider RECIRCULATE team and others on campus to explore the sustainability of RECIRCULATE research collaborations following an initial 50 month period of grant funding by GCRF.

2. Work closely with Lancaster and African-based academics, senior staff and partner organisations including companies, policymakers and NGOs to contribute effective training in knowledge exchange and enhance research capacity for water-based eco-innovation, including .

2.1. Leading of the development of programmes of collaborative research and development and knowledge exchange with UK and West African partners.

2.2. Harnessing support of a wider team of research and engagement staff across LU faculties to support Programme delivery

3. Any other duties as deemed appropriate to the grade of the post and assigned by the RECIRCULATE Programme Director.