**JOB DESCRIPTION**

Project Delivery Manager

Vacancy Ref: A2253

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Delivery Manager</th>
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<tbody>
<tr>
<td>Present Grade:</td>
<td>7</td>
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<tr>
<td>Department/College:</td>
<td>Business Engagement Team (BET)</td>
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<td>Directly responsible to:</td>
<td>Business Engagement Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Project Related Staff</td>
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**Other contacts**

Internal:
- BET team and LUMS staff; Research and Enterprise Services, Other University business engagement teams, External Relations, Heads of Departments in the Centre for Global Eco-Innovation and the Faculty of Science and Technology; the School’s academic, administrative and secretarial staff

External:
- Partner delivery organisations (University of Cumbria), Cumbria Chamber of Commerce, SMEs, external speakers and consultants, external suppliers

**This post is part-funded by the European Regional Development Fund 2014-2020 programme and is fixed term until 28 February 2019 in the first instance.**

**Major Duties:**

**Client Relations and Project Delivery**

- To be the recognised leader and to project manage the LUMS elements of externally funded ERDF projects to support regional SMEs covering the themes of innovation, eco-innovation and management.

- To co-ordinate project delivery and project management with colleagues across campus in the Faculty of Science & Technology, the Centre for Global Eco-Innovation and, additionally, project delivery partners based off-campus, including the University of Cumbria.

- To take responsibility for the ongoing design and learning delivery of ERDF projects as directed. This includes the ability to deliver content at workshops applicable to meet the learning needs of the SMEs participating on the programme using a range of tools and techniques and to facilitate workshops led by external delivery partners to enhance the SME learning outcomes.

- To work with colleagues in the Business Engagement team to use the proven methodologies to design and deliver SME focused peer learning sessions, reflective sessions, workshops etc.

- To engage in a continuous development process, monitoring and evaluating feedback from clients and partners to identify areas for action/improvement in delivery.

- To recruit and manage external suppliers to facilitate appropriate learning interventions across the programme to ensure effective delivery.

- To develop, manage and build existing and new relationships with outside contacts from partners, HEI’s, researchers, contractors, sector organisations, corporates, intermediaries and other bodies.

- To work with the colleagues within the Business Engagement Team and partners to provide input into project management reports as required.

- To ensure that beneficiaries of the projects are aware of the requirements for the collection of any outputs and administration associated with externally funded projects and to collect outputs as directed.
Marketing, Promotion and SME Recruitment

- To work with the Marketing and Communications Officer and colleagues across the University to develop promotional/marketing materials for programmes and create ongoing external engagement to raise awareness of the programmes and their impact.

- To work with the Business Liaison Officer to develop networks and relationships with partners and stakeholders in the region for the purposes of dissemination and recruitment.

- To ensure effective recruitment of suitable SMEs onto the programmes.

Administration

- To ensure University and funding administration requirements are fully met, including liaison with sub-contractors to ensure adherence with the necessary policies.

- To work with the Senior Knowledge Exchange Administrator to ensure the budgets are managed within the constraints of the projects.

- To work with the administration team to ensure compliance with funding requirements and University systems, including procurement and the retention of client files for ERDF audit purposes.