JOB DESCRIPTION
GISMO Programme Manager, **Faculty of Science and Technology**
Vacancy Ref: A2919

Job Title: Programme Manager	**Present Grade:** 8P

Department/College: Faculty of Science and Technology

Directly responsible to: Head of Partnerships and Business Engagement: Physical Sciences

Supervisory responsibility for: Project Administrator, Business Development Team, Marketing Support, Innovation Fellows

Other contacts

Internal: Academic staff, business development staff in other areas, departmental, faculty and central services support staff, Project Technical team.

External: Appropriate members of staff in companies, Other project staff at partner institutions.

The role of Programme Manager will work alongside and manage a Business Devlopment Team and technical team to recruit, develop and maintain relationships, and support businesses within the GISMO project
 Principle duties of the role are to work with the GISMO team to:

- Responsible for the overall project management of GISMO
- Recruit, appoint and manage a project team, leading those individuals to contribute to project, departmental, faculty and institutional objectives
- Lead on the motivation of project staff to achieve objectives and milestones
- Manage budgets, ensuring expenditure is eligible and spend targets are met
- Ensure regular, clear communication with all stakeholders including beneficiaries, partners, suppliers, internal colleagues/teams
- Make a significant contribution to the recruitment of companies for the GISMO project
- Deliver appropriately targeted support for business e.g. workshops/ events and to initiate a pipeline of companies suitable for in-depth technical support
- Be the lead point of contact for external networks of relevant partners and other business support organisations, establishing inter-institutional working mechanisms and support for clients
- Carry out the formal quarterly reporting of progress, including progress against KPIs as required by funding body secretariats
- Act independently to identify new opportunities for technical and research collaborations
- Make a major contribution to the internal and external promotion of knowledge transfer activities in the faculties, Where appropriate, contribute to formal funding applications

- Any other duties consistent with the nature and grading of the role as agreed.

 This role is part-financed by the European Regional Development Fund