### JOB DESCRIPTION

**Project Delivery Manager**  
**Vacancy Ref: A2972**

**Job Title:** Project Delivery Manager  
**Present Grade:** 7P

<table>
<thead>
<tr>
<th>Department/College:</th>
<th>Partnerships &amp; Engagement, LUMS</th>
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<tbody>
<tr>
<td>Directly responsible to:</td>
<td>Senior Business Projects Manager</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>Projects Officer</td>
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**Other contacts**  
**Internal:**  
LUMS staff; Heads of Departments; the School’s academic, administrative and secretarial staff; the Finance Office, HR  
**External:**  
Industrial and project partners, SMEs, other universities, researchers, research bodies

**The Role:**

**Programme Management & Delivery**

- To take overall responsibility for the management & delivery of developmental programmes
- To undertake general facilitation duties, ensuring that the learning momentum is sustained throughout the programme
- To be the figurehead for each cohort acting as the senior point of contact for all SME delegates engaged in the project
- To take responsibility for satisfying the overall objectives of the key partners and stakeholders
- To manage internal and external speakers and facilitators to deliver appropriate learning interventions to the highest standard
- To represent LUMS at steering groups, project management boards and operational working groups
- Work with the Programme Directors to continuously improve the efficiency and effectiveness of the programmes, utilising experience and knowledge of SMEs
- To support the integration of the project’s activities within the wider department and to take collective responsibility with project teams to ensure complementary approaches to project delivery.

**Research & evaluation**

- Support the KE Development Manager with the formative and summative research and evaluation agenda for internal and external stakeholders
- Use research & evaluation base to inform the development of further knowledge exchange programmes
- Participate in the provider network to share best practice, research and evaluation data

**Stakeholder Engagement**

- To work with the Communications and Partnerships Manager to develop and implement a marketing and recruitment strategy, including building and maintaining awareness of the projects using various forms of media, including the development of case studies
- To be responsible for coordinating the effective recruitment of suitable SMEs into the programmes, meeting targets set out by the funding partners
- To take responsibility for coordinating promotion of the project to target SMEs, relevant networks, intermediaries and stakeholders
- To oversee the organisation of and attend project events, conferences and workshops, undertaking flexible working as required
- To represent the work of the University especially business engagement activities and describe key university projects, content, process and structure.

Operational Management

- To manage the project budgets against agreed targets and compliance with funders
- To manage the submission of quarterly reports and financial claims
- To work with the administration team to ensure compliance with funding requirements and university systems, including procurement.

Other responsibilities

- To line manage the work of the Projects Officer & Project Administrative Assistant and to be responsible for their performance and development reviews.
- To undertake any other duties appropriate to the grade of the post as required.