

**JOB DESCRIPTION**  
**NextGenChem Programme Manager, Faculty of Science and Technology**  
**Vacancy Ref: A3259**

<b>Job Title:</b> Programme Manager	<b>Present Grade:</b> 8P
<b>Department/College:</b> Faculty of Science and Technology	
<b>Directly responsible to:</b> Head of Partnerships and Business Engagement: Engineering & Physical Sciences	
<b>Supervisory responsibility for:</b> Project Administrator, Business Development Team, Marketing Support, Innovation Fellows	
<b>Other contacts</b>	
<p><b>Internal:</b> Academic staff, business development staff in other areas, departmental, faculty and central services support staff, Project Technical team.</p> <p><b>External:</b> Appropriate members of staff in companies, Other project staff at partner institutions.</p>	
<p>The role of Programme Manager will work alongside and manage a Business Development Team and technical team to recruit, develop and maintain relationships, and support businesses within the NextGenChem project</p> <p>Principle duties of the role are to work with the NextGenChem team to:</p> <ul style="list-style-type: none"> <li>• Responsible for the overall project management of NextGenChem</li> <li>• Recruit, appoint and manage a project team, leading those individuals to contribute to project, departmental, faculty and institutional objectives</li> <li>• Lead on the motivation of project staff to achieve objectives and milestones</li> <li>• Manage budgets, ensuring expenditure is eligible and spend targets are met</li> <li>• Ensure regular, clear communication with all stakeholders including beneficiaries, partners, suppliers, internal colleagues/teams</li> <li>• Make a significant contribution to the recruitment of companies for the NextGenChem project</li> <li>• Deliver appropriately targeted support for business e.g. workshops/ events and to initiate a pipeline of companies suitable for in-depth technical support</li> <li>• 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</li> <li>• Carry out the formal quarterly reporting of progress, including progress against KPIs as required by funding body secretariats</li> <li>• Act independently to identify new opportunities for technical and research collaborations</li> <li>• Make a major contribution to the internal and external promotion of knowledge transfer activities in the faculties, Where appropriate, contribute to formal funding applications</li> <li>• Any other duties consistent with the nature and grading of the role as agreed.</li> </ul>	