JOB DESCRIPTION
Project Delivery Manager
Vacancy Ref: A3465-R

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Delivery Manager</th>
<th>Present Grade: 7P</th>
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</thead>
<tbody>
<tr>
<td>Department/College:</td>
<td>Partnerships &amp; Engagement, LUMS</td>
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<td>Directly responsible to:</td>
<td>Knowledge Exchange Development Manager</td>
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<td>Supervisory responsibility for:</td>
<td>External Delivery Partners (on contract basis)</td>
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<td>Other contacts Internal:</td>
<td>LUMS staff; Heads of Departments; the School’s academic and professional services staff; the Finance Office, HR; Knowledge Exchange, academic and professional services staff in other faculties; Project Support Unit and Research &amp; Enterprise Services staff.</td>
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<tr>
<td>Other contacts External:</td>
<td>Industrial and project partners, SMEs, other universities, researchers, research bodies.</td>
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THIS POST IS PART FUNDED BY THE EUROPEAN REGIONAL DEVELOPMENT FUND

The Role
This role sits within the Knowledge Exchange (KE) Team, part of the Partnerships & Engagement Team within Lancaster University Management School. The role will take the lead on the design and delivery of knowledge exchange interventions working with senior leaders of NW SMEs. You will be responsible for overseeing the design of cohesive and structured business engagement programmes – including cohort-based developmental programmes and shorter “taster” events.

Programme Design, Delivery and Management

- To take overall responsibility for the management & delivery of business engagement and development programmes
- To lead the design of cohort-based knowledge exchange activities, ensuring relevance to market need and project strategy, drawing on the academic expertise of both LUMS and other LU faculties as relevant.
- To be the figurehead for each cohort acting as the senior point of contact for all SME delegates engaged in the project
- To undertake general facilitation duties, ensuring that the learning momentum is sustained throughout the programme
- To manage internal and external speakers and facilitators to deliver appropriate learning interventions to the highest standard
- Work with other members of the KE Team 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.

Operational Management

- To take responsibility for satisfying the overall objectives of the key partners and stakeholders
- To represent LUMS at steering groups, project management boards and operational working groups
- To support the management of project budgets against agreed targets and compliance with funders
- To support the submission of quarterly reports and financial claims in conjunction with project lead partners
- To work with the administration team to ensure compliance with funding requirements and university processes, including procurement.
Stakeholder Engagement

- To work with other members of the KE Team to develop and implement a marketing and recruitment plan, including building and maintaining awareness of the projects and SME opportunities using various forms of media, including the development of case studies
- To be play a key role in 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 attendance at 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.

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 continuous development of knowledge exchange programmes
- Participate in the provider network to share best practice, research and evaluation data

Other responsibilities

- To undertake any other duties appropriate to the grade of the post as required.