



UNIVERSITY OF PLYMOUTH

Role: LIPF Programme Manager

Level: Grade 8

Reports to: LIPF Programme Director

Direct responsibility for: LIPF Programme Administrator, LIPF grants manager,

Role Summary:

The LIPF Programme Manager role is key to the successful delivery of the UKRI funded Great South West Global Autonomy Cluster LIPF (Local Innovation Partnership Fund) programme. This is a £20m five-year programme which aims to grow the regional autonomy cluster, working with a range of partners across the geography. The Programme manager will support the Programme Director and lead the day-to-day management and operational delivery of the programme, ensuring all programme activities, funding streams, partners and projects are delivered on time, within budget and in accordance with UKRI requirements. The Programme Manager will provide programme-wide coordination, performance management and governance support.

Key Accountabilities	Indicators of Success
Programme Delivery and Coordination • Lead the day-to-day management of the programme and its workstreams. • Develop and maintain detailed programme delivery plans. • Coordinate activities across consortium partners and delivery organisations. • Monitor progress against milestones, deliverables and outputs. • Ensure interdependencies between workstreams are identified and managed. • Escalate delivery issues and risks to the Programme Director. Performance Management and KPI Monitoring • Develop and maintain the programme performance framework. • Monitor delivery against all UKRI outputs, outcomes and impact measures. • Produce programme dashboards and performance reports. • Track private sector leverage, business engagement and innovation metrics. • Coordinate data collection across delivery partners.	• Achievement of Programme outputs • Successful Delivery of the programme on budget

• Ensure evidence is available to support programme reporting and evaluation. UKRI Reporting and Assurance • Lead preparation of quarterly, annual and ad hoc reports for UKRI. • Coordinate reporting inputs from partners and grant recipients. • Ensure timely submission of monitoring returns. • Support programme reviews, audits and assurance activities. • Maintain a clear evidence base demonstrating programme achievements. Governance and Risk Management • Manage the programme governance framework. • Prepare papers for Programme Board, Steering Group and governance meetings. • Maintain programme risk, issue and dependency registers. • Monitor delivery risks and ensure mitigation plans are implemented. • Track decisions and actions arising from governance meetings. • Support compliance with UKRI funding requirements. Financial Monitoring and Resource Management • Work with the University's finance team to monitor programme expenditure. • Maintain detailed programme budgets, forecasts and spend profiles. • Track partner expenditure and funding allocations. • Monitor resource utilisation across programme activities. • Identify financial risks and potential underspends or overspends. • Support re-profiling and change control processes where required.	
Additional • All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.	

PERSON SPECIFICATION

Criteria	Essential	Desirable	Point at which information used in recruitment process

Knowledge, Education and Training: • Educational attainment at higher education level (or demonstrable equivalent experience) • Numeracy and literacy at secondary education level (or demonstrable equivalent experience) • Competent working knowledge of Microsoft Office packages • Project management qualification	x X X	 x	<i>Shortlisting</i>
Experience: • Previous experience of successfully delivering complex business projects on time and to budget • Developing and managing budgets, processes, reports, project and business plans. Monitoring and reporting on financial information and achieving stretching targets • Significant evidence of excellent organisational and administrative capability including a strategic approach to problem solving • Analysis, interpretation and reporting on data • Experience of working in a HEI / Innovation environment • Demonstrable experience of building and maintaining positive and effective relationships with a range of different organisations	X X X X x	 x	<i>Shortlisting and interview</i>

