Job Description

Post title	Research Project Manager (ARIA)
Faculty / Directorate (Tier 1)	NMES
School / Division / Department (Tier 2)	Chemistry
Tier 3	N/A
Grade	6
Reporting to	Kelly Lawless, Chemistry Senior Department Manager
Line management	None
Job category	Professional Services
Job function	Research Operations

Role Purpose

We are looking for a Research Project Manager to manage the successful delivery of an ARIA-funded multi-institution research programme led by Professor Mark Wallace in the Department of Chemistry at King's College London and in collaboration with the University of Bristol.

The programme forms part of the project ARIA Universal Fabricators opportunity space and aims to develop programmable protein-based 2D architectures capable of scalable, defect-free nanofabrication, with applications in molecular separation and nanophotonics.

The Research Project Manager will be the central coordination point for this technically complex, interdisciplinary programme involving protein design, membrane engineering, and materials science. Responsible for coordinating project activities across the full programme lifecycle, ensuring delivery against milestones, programme metrics, budgets, governance requirements, and funder expectations, the role also provides broader operational and administrative support to the wider research group.

The successful candidate will be a proactive, highly organised individual who can work independently, manage multiple priorities across institutions, and maintain clear communication across a diverse team of academic, industry, and funder stakeholders.

This is a part-time post (17.5 hours per week) and will be offered a fixed term contract until 31/05/2028 in the first instance, with the possibility of extension until 31/08/2029.

To obtain further information about our Department, please visit our website.

Key Responsibilities

Responsibilities will be a mix of independent and team working. The role holder will be able to lean on faculty and department professional service colleagues who have a range of complementary expertise.

Project management

- Responsible for the operational delivery of the programme, ensuring progress against agreed objectives, milestones, programme metrics, and budget.

- Develop and maintain project management systems, documentation, risk registers, and reporting infrastructure to support programme delivery and funder compliance.
- Coordinate research-related travel, collaborative visits, external engagement, and conference activities for programme team members.
- Manage HR matters including recruitment and contract monitoring.
- Provide operational and administrative support to the PI and programme partners.

Stakeholder engagement

- Serve as the primary point of contact between the King's College London research team, University of Bristol collaborators, the ARIA programme team, and external partners; maintaining effective communication and proactively resolving coordination issues.
- Organise and support programme meetings, governance structures, workshops, and inter-institutional coordination calls, including preparation of agendas, papers, minutes, and action logs.
- Maintain and develop productive relationships with internal professional services including research management, finance, contracts, procurement, and HR.

Budget management: day-to-day tasks, including raising invoices, purchase orders, expenses claims, new suppliers; manage the programme budget ensuring it is accurately apportioned to partners and remains on target spend and in line with College and funder regulations.

Reporting: Prepare and coordinate progress reports, milestone documentation, budget summaries, and other submissions for ARIA and institutional stakeholders.

Events and Communication: establish and manage programme website and social media, create and collate/generate content for other communications such as programme newsletters.

Other: The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Our Expectations

There are some key duties and responsibilities that we ask all employees to adhere to.

We ask that the successful candidate:

- Positively contributes to an environment at King's that truly represents Our Principles in Action where every individual feels safe, secure, and supported.
- Complies at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Develops an understanding of sustainability, including its impact on the University and the work we do, and engages in sustainable practices in the workplace.
- Ensures they are working in a safe environment, complying with policies and regulations, ensuring confidentiality and only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Complies with King's protocols on the appropriate use of telephone, email and internet facilities.

Equal Opportunities

At King's, we believe that the diversity of our community and a culture that is welcoming, open, inclusive and collaborative, are great strengths of the university.

The Equality Act of 2010 protects the rights of our students and staff and provides a framework to fulfill our duties to eliminate unlawful discrimination, harassment and victimisation and in addition, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. At times, this will include balancing rights and beliefs that can feel in tension.

We are committed to free speech and to academic freedom, believing that our foundational purpose as a university, is to create spaces where a wide range of ideas, including ideas that are controversial, can be discussed and debated, and where members of our community can express lawful views without fear of intimidation, harassment or discrimination.

When engaging in the robust exchange of ideas, we ask that our community is mindful of our Dignity at King's guidance

Additional Information

Is Disclosure and Barring Service Clearance (DBS) required for this role:

☐ Yes ☐ Unsure ☒ No

If yes or unsure, please refer to appendix A at the end of this document (Please note all clinical roles require a DBS check)

Does this role require the post holder to undergo any Occupational Health Clearances?

☐ Yes ☐ Unsure ☒ No

If yes or unsure, please refer to appendix A at the end of this document (Please note all clinical roles require an OH Clearance)

Does this role require the post holder to hold a King's Health Partners Passport (KHP)?

☐ Yes ☐ Unsure ☒ No

If yes or unsure, please refer to appendix A at the end of this document (Please note all clinical roles require a King's Health Passport)

Person Specification

Post title:	**Research Project Manager**
Grade:	**6**

Criteria:	**To be assessed via:**		
Essential: *(8 criteria max)*	**Application** *(this will used for shortlisting applications)*	**Test / Assessment**	**Interview**
1. Experience coordinating multi-partner research programmes, grants, or projects in higher education or a related research environment including budget monitoring	x		x
2. Excellent organisational and project management skills and experience, with the ability to develop and maintain effective systems and processes.	x		x
3. Experience managing multiple priorities, deadlines, and stakeholder relationships simultaneously across institutional or organisational boundaries.	x	x	x
4. Experience of compiling and producing first draft reports from research partners	x		x
5. Experience preparing financial reports, meeting papers, and project documentation for internal and external audiences.	x	x	x
6. Strong written and verbal communication skills, with the ability to convey complex information clearly to a range of audiences	x	x	x
7. Highly proficient IT skills, including Microsoft 365 and digital project management or collaboration tools.	x		x
8. Ability to work independently, exercise sound judgement, and take initiative in problem-solving.	x		x
Desirable:	**Application**	**Test / Assessment**	**Interview**
1. Experience of creating webpage and social media content.	x		x
2. Project management qualification or accreditation (e.g. APM, PRINCE2, PMI).	x		x
3. Knowledge of finance and research management systems (e.g. Business World, KFIN) or equivalent university systems.	x		x

Last reviewed date:	22.10.26

Appendix A – Employment Checks

Disclosure and Barring Service Clearance (DBS)

Please select the appropriate options from the list below:

Carrying out regulated activities with children and/or adults[1]	☐ Children ☐ Adults ☐ Both ☒ None
Will there be any contact with vulnerable groups? [2]	☐ Yes ☒ No
Will the post be situated in a regulation environment, for example on an NHS Premises? [3]	☐ Yes ☒ No

Additional Context:

1. Regulated activity with adults may involve providing health care, person care, or social work;

   Regulated activity with children (under-18s) may involve providing health care, personal care, social work, unsupervised teaching or training.

2. Contact with vulnerable groups must meet the frequency threshold of 4 days in a 30-day period. An adult is not considered to be vulnerable due to any personal characteristic: however, an adult may be regarded as vulnerable due to particular circumstances at a particular time, for example when they are receiving treatment in a hospital.

3. KCL buildings do not qualify as regulated environments. Only NHS Trust sites qualify as regulated environments.

Further information about the disclosure scheme can be found at: www.gov.uk/dbs

Occupational Health Clearance

When reviewing the below list, please note that any exposure, no matter how frequent will result in an Occupational Health Clearance.

Please mark the box if the following the hazards / risks are associated with this post:

☐ Exposure Prone Procedure (EPP) Work	☐ Lone working

☐ Direct patient care or regular patient contact / contact with clinical specimens or pathogens / pathology work	☐ Working outside
☐ Prolonged repetitive movements / actions	☐ Exposure to noise levels (>80dbA)
☐ Moving or handling heavy loads	☒ Work with VDUs (>5hrs per week)
☐ Working shifts	☐ Food handling
☐ Working nights	☐ Driving duties
☐ Working with dust or fumes	☐ Driving LGV or PCVs
☐ Working with skin irritants / sensitisers	☐ Driving forklift trucks
☐ Working with chemicals (industrial or cleaning)	☐ Contact with latex
☐ Working in a confined space	☐ Contact with cytotoxins
☐ Working with vibrating machinery / tools	☐ Working with children
☐ Working at heights	☐ Exposure to persons with challenging or aggressive behaviour
☐ Working with sewage	☐ Vocational driving
Please also list any other Health Surveillance checks required by legislation (e.g. COSHH) / any Statutory Medical Surveillance (e.g. Asbestos, Lead):	

King's Health Partnership Passport

Please select the appropriate options from the list below:

Where will the role holder be based as part of their clinical practice?	☐ KCH - Kings College Hospital ☐ GSTT - Guys & St Thomas' Hospital ☐ SLAM - South London & Maudsley ☐ Other – Please detail below:
Will their research involve working on NHS sites outside of the above list?	☐ Yes (**Research Passport** also required) ☐ No
Will they require access to the **CRIS Database**? (IoPPN Researchers only)	☐ Yes ☐ No