UNIVERSITY OF WARWICK

Job Description

Job title	Project Lead (WM CISL)
Department	Innovation Group
Grade	FA8

Job purpose (a brief summary of the role)	This role will provide Programme Leadership and Project Management for the West Midlands CreaTech Innovation Scale-Up Lab (WM CISL). This UKRI funded £10m, 5-year project forms part of the £50m Local Innovation Partnerships Fund (LIPF) investment which is designed to deliver a step change in innovation-led growth across the WM region. This complex collaboration research and development infrastructure project will co-ordinate a broad triple helix innovation consortium that includes 6 RTOs, Industry partners, WMCA & WMGC, and UKRI. The Programme Lead will lead the coordination, stakeholder engagement and delivery of WM CISL, bringing together a diverse regional partnership to ensure programme outcomes are achieved to time, quality and budget whilst taking account of strategic, organisational and sector priorities. The core WM CISL team will have operational accountability for successful project delivery. This includes all dimensions of governance, financial reporting, stakeholder management, communications, and evaluation. The broader WM CISL delivery consortium includes 6 regional universities, Digital Catapult, WMCA & WMGC, cluster management organisations (Create Central & CWX) and UKRI. The core team will be required to assimilate information quickly, identify innovation solutions and work pragmatically with internal stakeholders to develop the mechanisms required for WM CISL to be responsive and agile. The team will work across a diverse creative technology ecosystem, bringing together expertise from industry, academia and the public sector to develop collaborative approaches to innovation, scale-up and knowledge exchange.
Duties and responsibilities	**Project Delivery Strategy** • Creating, communicating and delivering the project management delivery strategy (including for the consortium), applying an appropriate project management methodology (PRINCE2), and tailoring to the project environment to ensure all legislative and funding body requirements are met • Accountable for implementing the project delivery strategy, ensuring Warwick and all partners and sub-contractors within the consortium achieve deliverables on time, cost and quality • Determine project scope in liaison with research team and collaborators • Building productive relationships across a broad stakeholder community, including executive sponsors, civic organisations, creative industry partners, collaborative networks and senior academic and professional services colleagues. **Leading Complex Collaborative Research and Development Projects**

	• Facilitating collaboration across a diverse partnership of universities, businesses and public sector organisations to identify opportunities, align priorities and maximise collective impact. • Implement the agreed project management strategies to manage the activities of the project • Lead the operational management of WM CISL to ensure that the project objectives are achieved, the project communicates its findings and operates within budget and resource constraints, including the provision of monitoring and reporting of activities to external bodies (West Midlands Innovation Board, WMIB) and to ensure the project's successful delivery • Consulting and engaging with key internal and external stakeholders to ensure programme delivery, efficiency and effectiveness • Accountable for all documentation including initiation documents, stage and detailed plans, product descriptions, timings, dependencies and responsibilities is complete and at all times current and available • Updates to Project Tracking Documents at intervals as defined in Project Management Organisation cadence and production of quarterly project reports for funding bodies (UKRI & WMIB) • Tracking, review and reporting / escalation of project risks and liaison with risk owners to mitigate • Co-ordinating Intellectual Property Protection, ensuring collaboration and non-disclosure agreements are in place with all consortium partners and suppliers • Develop and maintain effective communications and working relationships with collaborators, partners and staff on the project team and stakeholders • To ensure robust and logical project management methodologies are deployed • Develop a collaborative communications and engagement approach that promotes programme outcomes, learning and opportunities across the regional innovation ecosystem: 1. Coordinate and manage significant and high profile communication events (e.g. consortium project and governance meetings, conferences, seminars and final project conference), ensuring that all schedules, practical arrangements, papers and minutes are produced, attending and following up on action points where required 2. Establishment and management of project web presence and digital footprint, ensuring brand guidelines are deployed across the consortium 3. Aligning individual programme activity with strategic direction of research themes in agreement with WM CISL's PI **Project & Budget Management** • Providing WM CISL's Principal Investigator (PI) and Finance Department with current financial status and forecasts for the project with recommendations for corrective action where required. Regular monitoring of the budget to facilitate planning and decision making • Collate and provide funding body (via monitoring officer) current financial status and forecasts for the consortium with recommendations for corrective action where required. Regular monitoring of the consortium level budget to facilitate planning and decision making within the group • Provide financial reporting to senior management and governance groups in terms of spend, commitment and income against agreed financial targets

	Research Delivery, Quality and Compliance • Ensuring that research is conducted rigorously and results are disseminated according to established procedures • Ensure research team has the administrative support required to enable project delivery • Work with members of the research teas to identify, plan and implement funded research projects in line with funder requirements • Liaising with research teams across the portfolio to stay appraised of issues arising and mitigate efficiently **People and Team** • Provide inclusive leadership across the core project team and wider consortium, fostering effective collaboration, communication, shared ownership and delivery. • Coordinating recruitment to any vacancies that arise (in liaison with HR, and WID Operations Team as needed) • Line management responsibility for WM CISL Compliance Manager and Programme Administrator (where required) **Strategy Policy and Process** • Supporting new proposals under development, including bids for research funding from government, EU and industrial sources. Liaising with potential partners, compiling information and contributing to proposals • Ensuring WM CISL aligns with priorities for WM Growth Plan and Warwick's CreaTech research strategy • Ensure that all activities meet governance / compliance requirements (e.g. ethics, personal data including GDPR, timesheets & reporting) • Contribute to development and continuous improvement of project management processes Support the development of sustainable partnerships and future funding opportunities that build on programme outcomes and strengthen the region's creative innovation capabilities. **Senior Administrative Duties** To work flexibly and respond positively to changing business and departmental needs and to carry out any other duties within the scope, nature and grade of the post

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	Educated to Honours degree level or other relevant subject or extensive relevant industrial experience	A
E2	PRINCE2 or an equivalent project management qualification, or equivalent experience	A
E3	Senior level experience of managing high value projects from concept to implementation	A & C
E4	Strong track record of successful project delivery	A & C
E5	Experience of budget management over a portfolio of projects working with a range of stakeholders	A & C
E6	Proven record of operating at a senior level within a complex and demanding environment, ideally within a higher education research environment	A & C
E7	Knowledge of innovation within the creative industries and creative technology sectors, including areas such as screen, games, immersive and emerging media technologies.	A & C
E8	Excellent written and verbal communication skills	A,C & D
E9	Excellent interpersonal skills with the capability to work with colleagues at all levels and the ability to build relationships with senior colleagues in a sensitive, professional manner, establishing trust and rapport	A & C
E10	Proven experience of management complex stakeholder relationships at the most senior organizational level, providing assurance to sponsors and funding bodies	A & C
E11	Ability to collate, analyse and report data, produce management reports using commercial desktop applications (MS Office)	A & C
E12	Strong operational management, organisational and time management skills	A & C
E13	Analytical and problem solving skills, providing clear analysis and diagnosis and convincingly summarize, describe and present options and complex data clearly	A & C
E14	Strong influencing, facilitation and negotiation skills, with the ability to build consensus and resolve complex challenges within collaborative environments	A,C & D
E15	Ability to use own judgement, initiative and be self-motivated within parameters set for the project	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	An enthusiasm for the role of creative technologies in driving innovation, business growth, societal impact and cross-sector collaboration.	A,C & D
D2	Membership of a professional body	A
D3	Experience of running projects with UKRI, EU and/or Innovate UK process	A & C
D4	Flexibility with ability to adapt positively to changing circumstances and new developments, define team and project priorities and assimilate new information quickly	A & C
D5	Ability to focus on priorities and to work flexibly, whilst providing efficient project management across a number of different areas	A & C