UNIVERSITY OF PLYMOUTH

Engineering and Physical Sciences Research Council

Role: ACTOR Project Manager

Career Pathway: Professional

Grade: 8

Reports to: Professor Lars Johanning, Project Director

Direct responsibility for: ACTOR Communications, Licencing and Operations Manager

Context:

The ACTOR Project Manager will be responsible for managing the delivery of ACTOR (At-sea Capability Testing for Offshore Renewables). This is a £38.9m five-year infrastructure project funded by the UKRI Infrastructure Fund. ACTOR fills a gap in the offshore renewable energy (ORE) development pathway, pushes the boundaries of Digital Twin (DT) technology, and provides a multi-disciplinary, multi-sector capability to deliver Net Zero goals in accelerated timeframes. ACTOR will establish an Offshore floating Laboratory (OffLab) and globally leading virtual ORE replicas (V-ORE) that are fully integrated (digitally twinned) to accelerate design and demonstration, enabling and de-risking the development of essential components and sub-systems of complex ORE technologies. The project is led by the University of Plymouth, in partnership with the Offshore Renewable Energy Catapult, Plymouth Marine Laboratory and the University of Oxford.

Role Purpose:

The post holder will be responsible for managing the delivery of ACTOR. They will work closely with the ACTOR Project Director and the EPSRC Director, as well as with the ACTOR Technical Project Manager, the EPSRC Project Manager and the project Co-Directors. They will be the main contact for all matters related to the project, ensuring compliance with funder and contractual requirements, as well as the preparation and delivery of strategic plans, financial reporting, and the tracking and reporting of progress. Management of the procurement process for ACTOR Infrastructure elements will be a key part of the role.

Key accountabilities:

Project management

- Manage procurement of goods and services related to OffLab, ensuring compliance with relevant regulations, including Procurement Act 2023 (PA23). Maintain close relationships with the University of Plymouth procurement team.
- Lead on the day-to-day project management tasks of the ACTOR project under the oversight of the Project Director.
- Ensure the project is delivered within budget and to time.
- Prepare and submit quarterly accounts of all project progress, income and expenditure to the Management Board.
- Be responsible for implementing decisions taken by the Management Board.
- Manage the day-to-day coordination and administration of the Technical Advisory Group.
- Be responsible for the financial administration of the project as required by the Funding Conditions.
- Be responsible for and support project partners with any procurement administration required as a consequence of the ACTOR project.
- Responsible for preparing reports to the Project Board and implementation of Project Board decisions.
- Prepare progress reports as required by the Funding Body/Project Board.
- Work closely with the ACTOR Technical Project Manager to ensure interdependencies between workstreams are identified and managed.
- Maintain effective communication between project partners.
- Manage the project governance framework.
- Monitor project risks and ensure mitigation plans are implemented.
- Facilitate and contribute to meetings, visits, conferences and committees, through preparation of reports and presentations taking subsequent actions forward to delivery.
- Line manage the ACTOR Communications, Licencing and Operations Manager, and mentor junior colleagues.
- Take charge of long-term business development processes to ensure the ACTOR infrastructure is sustained beyond the five years of the project funding.
- Implement the project Monitoring and Evaluation plan, to ensure outputs are aligned with KPIs and Stage Gates.
- Ensure ACTOR meets funder conditions and targets outlined in the business case.
- Ensure conditions outlined in the collaboration agreement will be met by all parties.

General

- Raises the positive profile and good reputation of the University through acting in an ambassadorial and representational capacity in engagements locally and nationally acting with all due sensitivities to the communities involved.
- Develops processes, procedures and policies that support strategic business needs and maintain compliance, and deliver on the commitment to continuous improvement.
- Ensures all activities undertaken are in compliance with the University's Safety Policy
- All activities undertaken within this role will be compliant with the University's policies, including Health & Safety, Equality and Diversity, Ethics, Data Protection etc.

- *This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery.*
- *Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.*

University of Plymouth Behaviours:

- Demonstrates Self-Leadership
- Develops self and others to deliver
- Leads and operates effectively in times of change and ambiguity
- Builds and secures value from relationships
- Drives innovation and action
- Creates and contributes to a shared vision
- Demonstrates sound business judgement

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PERSON SPECIFICATION

Knowledge, education and training:		
Criteria	**Essential**	**Desirable**
Educational attainment at higher education level (or demonstrable equivalent experience)	**X**	
Applied knowledge of Public Contract Regulations (PCR2015) and/or Procurement Act 2023	**X**	
Advanced working knowledge of Microsoft Office packages	**X**	
Project or Programme Management qualification	**X**	
MCIPS (Chartered Institute of Procurement & Supply) qualified (or equivalent)		**X**
Knowledge of the offshore renewable energy sector		**X**
Experience:		
Experience of leading and successfully delivering complex business projects on time and to budget (Proven project management experience)	**X**	
Experience of procurement in a regulated/public procurement environment	**X**	
Experience of working strategically and operationally; leading from the front and being fully accountable	**X**	
A proven track record of leadership and team development, creating a positive culture with high standards of service and delivery	**X**	
Significant relationship management experience. Evidence of influencing ability, building and sustaining strong relationships at a senior level that have delivered clear outcomes	**X**	
Experience of developing and managing budgets, processes, reports, project and business plans	**X**	
A strong record of liaising and negotiating with a wide range of stakeholders, clients, partners and funding agencies		**X**
Experience of working in a Higher Education environment		**X**
Experience of procurement in the context of construction projects		**X**
Skills:		
Excellent interpersonal skills with the ability to build productive relationships with both academic and professional staff, and with external stakeholders	**X**	
Strong organisational skills with the ability to prioritise, problem solve, multi-task and delegate	**X**	
Excellent verbal and written communication skills	**X**	
Ability to develop innovative ideas into action	**X**	

Please note that this role is subject to final funding agreement.

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