Job Description and Role Profile: Project Manager, *MosaicsMove*.

Job Title:	Project Manager – *MosaicsMove*. ERC Advanced Investigator Grant
Grade:	G7 [0.4, fixed term: 5 years]
School/Division:	School of Media, Arts and Humanities
Location:	University of Sussex, Falmer Campus
Responsible to:	**Project PI (Liz James)**
Direct reports:	**n/a**
Key contacts:	Principal Investigator (Liz James) and Project Team (Anoop Krishnan, Nadine Schibille, Nic Seymour Smith)
Role Description:	Accomplish project objectives by planning project activities; evaluating implementation and progress of project

The project:
MosaicsMove aims to carry out a comprehensive analysis of the entire body of medieval wall mosaics in the Mediterranean in order to explore what mosaics might be able to tell us about the Mediterranean world and intercultural links. We intend to explore connections and developments between mosaics by unlocking the data held in the individual tesserae of each mosaic. These tesserae speak to the physical materials from which mosaics were created and to the ways in which mosaics were put together by artists. We will do this through creating technically-innovative machine learning models to integrate the different types of data associated with mosaics: their material composition, artistic styles and textural metadata.

The team is made up of Liz James (PI), Nadine Schibille (Materials Scientist), N.M.Anoop Krishnan (materials informatics), Nicolas Seymour Smith (software engineer), with an Advisory Board of eight. A PhD student working with Krishnan will also be appointed.

The project begins on January 1st 2027 and will run for 5 years.

PRINCIPAL ACCOUNTABILITIES

1. Work with key stakeholders to develop and maintain the project plan

2. Provide the day-to-day management of project, through all aspects of the project life cycle, co-ordinating project members, managing team members and liaising closely with the project sponsor (ERC).

3. Work with key stakeholders, manage the key communications for the project, liaising with project team members and internal and external stakeholders.

4. Manage project resources and undertake product selection and procurement activities to ensure the achievement of project objectives, product fit and best value.

5. contribute to the research side of the project (including but not only database development, data extraction from various sources, data discovery)

KEY RESPONSIBILITIES

1. Deliver the project lifecycle

- Within the scope of the project, manage (with the PI) all aspect of the project lifecycle including; scope, timelines, resources, budget, risks and issues, relationships, training and communication, publications. Oversee (with PI) project timelines and delivery

- Develop and implement a rigorous planning cycle and ensure it is delivered by appropriate parties, using guidance where available, adapting guidance where needed, undertaking research and analysis as necessary on each stage of the project cycle, making recommendations to stakeholders on proposals. Ensure appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

2. Project management

- Ensure project managed in line with institutions project management methodology

- Coordinate project, service and business readiness activities

- Work with the project team and project office support colleagues, to deliver the project objectives. Oversee the project management, supporting the Principal Investigator by, for example, minuting meetings, managing action trackers, and in keeping up-to-date information regarding the status and assignment of tasks

Work with stakeholders ensuring delivery to project specification

3. Stakeholder Engagement

- Build effective working relationships with internal and external stakeholders and networks, providing information and ensuring technical information is understood exercising judgement on timeliness, the most

appropriate methodology and approach to be used, seeking feedback where necessary for inclusion in project development.

4. Procurement and contract management

- Undertake project procurement activity
- Manage supplier contracts connected to the project delivery
- Manage project budget (with PI sign-off)

5. Project Contribution and Participation

- Participate independently in collecting of data, discussions around data and the use of data and other activities relevant to the academic aims of the project.
- Maintain secure and open access file management systems for research data in accordance with appropriate policies and procedures. This may include writing appropriate meta-data to ensure the discoverability of data, coordinating data, contributing to research questions.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- The post holder reports to the PI. Working under general direction within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the PI to achieve the strategic and operational goals of the project. The post holder is expected to work collaboratively with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role.
- Balance effectiveness and cost-efficiency in the management of the budget, demonstrating compliance with Value for Money by managing project resources effectively and efficiently

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. PhD in a relevant field (eg Byzantine Studies, medieval art, medieval history) and/or Post Graduate Project Management qualification at diploma level or equivalent

2. Track record of initiating and managing projects.

3. Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and ensure tasks are completed.

4. Well-developed interpersonal skills with the ability to quickly build rapport. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.

5. Effective oral and written communications skills to work with colleagues and other stakeholders providing information and responding to questions and queries.

6. Good social media skills

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent command of the English language, demonstrating accuracy in proof-reading and copy-editing documents.

2. Confident in coordinating contributions from multiple stakeholders to enable the smooth running of events, and other initiatives to a deadline.

3. Effective at attending to details regarding processes, policies and procedures.

4. Knowledge of and familiarity with medieval mosaics and glass science.

5. Proficiency in databases.

6. Proficiency in or a willingness to learn about machine learning.

DESIRABLE CRITERIA

1. Knowledge of relevant medieval languages