

Job Description

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| Job title: | Project Manager, AHRC-GCRF Network Plus MENASP-CP |
| Department/School: | Department of Social and Policy Sciences, Faculty of Humanities and Social Science |
| Grade: | 7 Full-time (4 years, fixed term) |
| Location: | University of Bath premises |

Job purpose

This project manager vacancy is a full-time four-year post (subject to six-month probation) in the Department of Social and Policy Sciences at the University of Bath and is available from 15 of June. The post-holder will play a very important role in the establishment, coordination and day-to-day management of a new international project which is funded by the GCRF-AHRC Network Plus scheme. The project is called *Social protection and sustainable peace in the Middle East and North Africa Region: Building a new welfare-centred politics*, and is anchored in the work of the MENA social policy network (www.menasp.com) which is housed in the department's Centre for Social Policy Analysis.

The appointee will join an ambitious and dynamic work environment that will call upon their organizational, strategic and communication skills. Proven ability to operate with initiative and successfully deliver complex projects is essential for this role. The post-holder will be line-managed by the network convener and Principal Investigator of the project (Dr. Rana Jawad, Department of Social and Policy Sciences, University of Bath) and work closely with the project's international management team comprising of UK-based researchers in the Departments of Social and Policy Sciences and Politics, Languages and International Relations (University of Bath), the Overseas Development Institute (London), international researchers based at various universities in the Arab region (such as American University in Beirut, Lebanon and Mohammad V University, Morocco) and policy practitioners from civil society and policy-making organisations (such as Friends of the British Council, IPC-IG and UNDP).

The aim of the role will be to drive the delivery of the project and coordinate the implementation of its day-to-day activities in three main work streams as follows:

1. *Scoping and partnerships*: support strong working relationships both within the project and in relation to its wider policy and research stakeholders, including the other UK-based networks that were funded under the AHRC-GCRF Networks plus scheme. To facilitate communications across the project management team and identify new audiences and partners; oversee the organisation of major project events such as the launch meeting and the 10th anniversary conference of the MENASP network.
2. *Commissioning*: set up a system for research commissioning, working closely University of Bath research services and project team members Dr. Rana Jawad, Prof. Rachel Forrester-Jones and Prof. Joe Devine; manage communications with successful applicants funded grants from receipt of applications to reporting of research outputs; liaise with the AHRC as needed to ensure that commissioning is done in accordance with GCRF funding regulations; liaise with University of Bath research services as needed to ensure the project benefits from the university's expertise and aligns with research ethics and GCRF safeguarding regulations.
3. *Legacy activities*: develop and deliver a workplan for the legacy activities, to include liaison with the web developer, communications consultant and other network partners working on digital outputs and who have marketing and communications responsibilities; support the policy impact activities of the project and work closely with project partners in communicating project activities and findings; plan ahead for follow up funding by sourcing suitable funding schemes for the network to apply to.

A vital element of this role will be the ability to help organize and commission research grants as mentioned above (total value £800,000). Relevant experience in this area is essential for the role.

The project manager will also be expected to liaise with co-workers involved in digital development work for the project. There will be a dedicated web developer, based in Bath who will be supporting and maintaining the menasp.com website, as well as a project partner (based in Brazil) who will be developing an e-learning course. During the inception phase of the project (March-June 2020), a marketing and communications

consultant will work with the project manager to establish a plan for communications and dissemination.

Knowledge of foreign languages that are of relevance to the project (namely French or Arabic) is not necessary though such skills would be welcome. Availability to travel to key events both in the UK and overseas such as for project progress meetings may be necessary.

Additional administrative support will be available, namely for events and travel bookings.

Source and nature of management provided

This post will be line-managed by the project principal investigator (Rana Jawad), although the post-holder will work closely with the international management team on a day-to-day basis. There are 5 members of the management team who are based at the University of Bath.

Staff management responsibility

The project manager may on occasion work with a project administrator who will have responsibility for booking travel and events for the project as well as a post-graduate student on placement who will support the project with communications and social media activities.

Special conditions

Some overseas (mainly Middle East locations such as Morocco, Lebanon and Jordan) and UK travel. Overnight/overseas stays may be required from time to time, with prior notice.

Main duties and responsibilities

Project Management

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| 1 | Through proactive organisation of the project's three work streams, ensure that deliverables and milestones are completed to time and budget. Deliverables include a range of small and large meetings such as an ethics training seminar in Lebanon and a 10 th -anniversary network conference in Morocco. The project manager would work with project partners in those countries. |
| 2 | Evaluate operational plans and resources throughout the project lifecycle, |

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| | suggesting revisions in conjunction with relevant staff and implementing change effectively, as necessary. This will be especially relevant for the commissioning process to ensure more effective and efficient use of the devolved grants budget |
| 3 | Compile monthly and quarterly progress and financial reports in coordination with the PI, management team and university of Bath research services |
| 4 | Create and maintain records of risks, issues, progress and achievements, liaising with the project management team to ensure the project meets GCRF safeguarding standards and funding guidelines. |
| 5 | Utilise project management tools to drive the project forward and meet project objectives, ensuring that project decisions are well-informed, justified and recorded. |
| 6 | Work closely with and as needed, support project partners delivering digital outputs such as the e-learning course, further development of the menasp.com website and effective marketing and communications activities. This would also require the project manager to be adept at basic web-maintenance work to update webpage content. |
| <i>Communications</i> | |
| 6 | Communicate effectively and establish strong professional relationships with the UoB management team and its international partners and stakeholders to maximise the delivery of the project. Communications work includes a range of outputs such as quarterly network newsletter, social media activities and a schedule of blogs and policy briefs. |
| 7 | Contribute pro-actively to the larger community of UK-based Network Plus projects by supporting the MEASP-CP communications with these projects; supporting the PI to establish and embed best practice, and lead collaborative working to support lesson learning with the other networks (as applicable) |
| 8 | Schedule and, in conjunction with the management team at Bath, run regular progress meetings, virtually or face to face as appropriate, convening and leading additional sub-groups as necessary to facilitate overall project delivery |
| 9 | Support the redevelopment of the MENA social policy network website through gathering and writing content on MENA social policy, and assisting with the update and maintenance of the UNICEF database on social policy expertise |
| 10 | Supporting the delivery of a self-paced e-learning course for policy-makers and practitioners in conflict-prevention and social protection (led by the IPC-IG, Brazil) |
| <i>Technical work</i> | |
| 10 | Work closely with the management team to design and deliver the commissioning process for the devolved grants. This will require close working with the University of Bath research services team and relevant management team members, including the University of Bath's Social Sciences Research Ethics Committee, to develop an ethics protocol and ensure resources and structures are in place for effective and efficient research commissioning |
| 11 | Manage the reporting and compliance of devolved grants, working closely with the management team to ensure relevant data and reports are submitted on |

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| | time |
| 12 | Contribute to the development and implementation of the projects' legacy strategy, in conjunction with the project partners and communications consultant |
| 13 | Work closely with the Marketing and Communication's Manager to ensure accessibility and visibility of all outputs being reported through the menasp.com website and project progress reports |
| 14 | Liaise with international members of the management team to ensure that are working towards their project deliverables, within the deadlines and budget. This will require putting a place a system for effective monitoring and reporting and working closely with the project PI |
| <p>The post will require close liaison and collaboration with members of the MENASP-CP network and its stakeholders. As such, a collegiate approach will be essential.</p> <p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance</p> | |

Person Specification

| Criteria: Qualifications and Training | Essential | Desirable |
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| Education to degree level or equivalent | x | |
| Post-graduate level qualification | | x |
| Background in a relevant Social Science discipline (such as Sociology, Politics, Social Policy, Middle East area studies, Peace and conflict studies, International Development) | | x |
| Project Management qualification or equivalent experience | x | |

| Criteria: Knowledge and Experience | Essential | Desirable |
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| Proven ability to successfully manage and deliver multi-partner projects/grants, preferably in universities | x | |
| Financial management experience including budgetary control and reporting | x | |
| Experience of delivering regular project reports (oral and written) in a complex organisation | x | |
| Experience of organising and running project meetings and high-profile events | x | |
| Experience of working effectively and professionally at all levels, including with non-UK based colleagues | x | |
| Experience of managing or administering research grants | x | |
| Experience of representing projects and acting as spokesperson | x | |
| Prior experience of working within Higher Education, or demonstrable experience of working in a complex organisation with multiple stakeholders (such as universities, third sector, government agencies) | | x |
| Knowledge of a foreign language (Arabic or French) | | x |
| Familiarity with UKRI GCRF funding schemes | | x |

| Criteria: Skills and Aptitudes | Essential | Desirable |
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| Proven ability to communicate confidently and effectively both orally and in writing to internal and external audiences, including the ability to clearly convey complex or detailed specialist project information | x | |
| Advanced computer and software skills, including MS Office, web-based suites and social media related tools | x | |
| Ability to work cooperatively and enthuse project team members and the wider network community | x | |
| Ability to work to strict deadlines and under pressure, sometimes with diverse briefs | x | |
| Proven ability to work both independently and as part of a team | x | |
| Ability to think strategically and to contribute to strategic direction | x | |
| Personal drive and desire to achieve excellent results | x | |

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| Effective Behaviours Framework |
| The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| Delivering excellent service: Providing the best quality service to all network members and external stakeholders. Building genuine and open long-term relationships in order to support network legacies |
| Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| Using resources: |

Making effective use of available resources including people, information, networks and budgets. Being aware of the ethical and financial regulations of GCRF Network Plus funding

Engaging with the big picture:

Seeing the work that you do in the context of the bigger picture e.g. in the context of achieving policy impact in conflict prevention or developing safeguarding regulations in MENA countries. Communicating vision effectively to achieve the best results for the project.

Developing self and others:

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the network and the university.

Working with people:

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results:

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.