Programme Manager, Economic Development Team
Research and Enterprise

Closing date: 12 March 2018
Interview date: 26 March 2018
Vacancy reference: 6449
INTRODUCTION

The University of York is committed to playing a full part in the development of the UK and regional economy through provision of innovation and skills support for businesses, working through its partnerships with local authorities and development organisations. The new UK Industrial Strategy impacts many areas of economic development policy, strategy and delivery, and will provide both opportunities and challenges. The scope of economic development activity conducted by the University is growing and becoming increasingly diverse, including both strategic development as well as robust delivery of operational activity.

Due to growth in the scale and scope of activity, a role has arisen for a Programme Manager to support project development and to lead on the operational delivery and project monitoring of the University’s current economic development projects. The Economic Development Team has grown substantially in the past two years and is likely to expand further as it takes on a wider range of economic development activity. It currently comprises nine economic development specialists that both develop and manage economic development activity at the University. Activity includes direct delivery of a key ERDF business support programme and the co-ordination of the Higher Education Business and Community Interaction Survey return, as well as providing technical pre- and post-contract support to other University departments and subsidiaries in their projects and programmes.

The role holder will bring to the team expertise and experience of managing large regional economic funding proposals and developing complex applications for funding, and will be pro-active in supporting and developing project ideas. The role holder will operationally manage and develop EDT activity across a wide range of pre- and post-contract functions, to ensure activity is developed and delivered efficiently and effectively. This will include direct line management of four team members and technical support to others.

The role holder will have excellent communication skills, be outgoing and be able to work with people at all levels across the University. (S)he will also need to have a high degree of organisation, resilience and be experienced in organising their own workload.
Main purpose of the role

To operationally manage economic development activity across a wide range of pre- and post-contract functions, ensuring the EDT delivers its activities efficiently and effectively. This will involve supporting the development of new projects and funding applications, and the direct line management of staff who will deliver against contracted outputs.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Provide operational management in support of the Head of Economic Development, to enable effective management and development of economic development project activity
- Lead the delivery of live, funded economic development projects including ensuring that operational activity is delivered and accurate claims are submitted, evidence is collected and kept, and governance systems are adhered to and supported
- Take operational responsibility for staff and day to day activities within the team, ensuring that staff and services are supported and developed on an on-going basis in line with best practice
- Supervise EDT staff members, including responsibility for induction and development, work output, performance and distribution of workloads, ensuring that staff adhere to funder and University deadlines, deliverables and regulations throughout all stages
- Act as a key first point of contact (and expert/trouble-shooter) when issues arise with service delivery by staff and with individual proposals and projects
- Be pro-active in the identification of opportunities that could support the objectives of the University Strategy, of academic departments and of externally-facing units and subsidiaries of the University
- Generate ideas for new projects and support the development of high quality funding proposals to the point of submission. This will include development of project delivery plans and detailed (complex) funding budgets
- Develop and operate a systematic approach to the presentation and assessment of project ideas by the relevant funder
- Maintain an oversight of pre- and post-award systems and processes, to ensure compliance with all funder and University requirements and appropriate consistency in service delivery to academic and administrative staff across the institution
- Take responsibility for ensuring that robust processes are in place for financial and outputs evidencing and archiving
- Provide management and technical support for the statutory Higher Education Business and Community Interaction Survey return. The HEBCIS return evidences the links the University has with business and community and its completion is required for the University to be able to draw down HEIF funding that underpins a large proportion of overall Research and Enterprise Directorate’s activity.
- Maintain a good understanding of the overall economic development funding landscape including current and future programmes
- Promote interest and understanding of economic development funding within the University.
- Identify any generic issues and work with the Head of the Economic Development Team to resolve them and continually enhance the University’s approach.
- Undertake relevant CPD to maintain/develop good understanding of the issues and practicalities of economic development funding.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Educated to degree level, or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Project management qualification or equivalent experience</td>
<td>Desirable</td>
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### Knowledge

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<tr>
<td>Knowledge of National and European economic development programmes</td>
<td>Essential</td>
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<td>Good knowledge of European Structural and Investment Fund policies, procedures and mechanisms (especially European Regional Development Fund and/or European Social Fund) as relevant to research and higher education</td>
<td>Essential</td>
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<td>Detailed knowledge of budget management and reporting on expenditure against the budget</td>
<td>Essential</td>
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<td>Familiarity with principles of change management, experience of process improvement implementation</td>
<td>Essential</td>
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<td>Knowledge of how Higher Education institutions manage projects with a large financial aspect</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<tr>
<td>Excellent oral and written communication skills, with the ability to provide detailed advice and guidance on specialist defined processes and procedures to internal and external contacts</td>
<td>Essential</td>
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<td>Ability to write clearly, concisely and persuasively, for grant applications, reports and publications</td>
<td>Essential</td>
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<td>Excellent numerical skills with demonstrable understanding, confidence and attention to detail when dealing with finances and business/project planning</td>
<td>Essential</td>
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<td>Able to line manage team members, providing leadership, support, motivation and direction</td>
<td>Essential</td>
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<td>Ability to review operational procedures and processes, ensure they are fit for purpose and maximise efficiency, make recommendations for improvements as identified and implement agreed change</td>
<td>Essential</td>
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<td>Excellent organisational skills</td>
<td>Essential</td>
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<td>Ability to find both pragmatic and creative solutions to problems</td>
<td>Essential</td>
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<td>Able to work to tight deadlines; able to manage multiple projects and operational duties simultaneously; able to prioritise workload within these and manage the expectations of stakeholders</td>
<td>Essential</td>
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<td>Strong IT skills: including word processing, email and expertise in spreadsheets</td>
<td>Essential</td>
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# PERSON SPECIFICATION

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<tr>
<td>Significant recent experience of administering economic development funding</td>
<td>Essential</td>
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<td>Experience of both pre and post award processes for economic development funding</td>
<td>Essential</td>
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<td>Experience of developing/ implementing new activity and processes (involving a wide range of staff) and ensuring that they align with broader strategy</td>
<td>Essential</td>
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<td>Experience of team management and of developing staff</td>
<td>Essential</td>
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<td>Experience of co-ordinating and developing complex applications for external funding</td>
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<td>Experience of working with the main economic development organisations (such as LEPs, Councils, DCLG)</td>
<td>Essential</td>
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<td>Significant recent experience of winning and/or administering ERDF funding</td>
<td>Desirable</td>
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**Personal attributes**

| Proactive approach and keen to take the initiative to improve ways of working | Essential |
| Committed to personal development and updating of knowledge and skills      | Essential  |
| Able to work through complex tasks with a high attention to detail          | Essential  |
The Research and Enterprise Directorate is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange and for providing comprehensive support to academic departments in their research and enterprise activities. Its primary purpose is to mobilise the University's research and knowledge base in pursuit of both excellence and financial sustainability and to ensure that its research skills, knowledge and know-how benefit external users.

The Economic Development Team (EDT) is the University's central team that both develops, and manages economic development activity at the University, as well as support University departments and subsidiaries in their projects and programmes.

The EDT helps ensure that the University has good awareness of all relevant programmes and provides specialist advice. The team maintains relationships with key funders and intermediaries and ensures that relevant opportunities to further the University's strategy on economic development are identified. It develops project ideas either alone, with business-facing project groups in the University or in collaboration with other institutions and then provides strategic and operational support for bid development. The team has responsibility for the control framework for externally funded economic development projects from inception to completion of all contractual elements – from project proposal approvals to the submission of claims and dealing with audits. The team currently has nine staff members, including a Grants Project Manager, Project Development Manager, Monitoring Officers and business engagement staff.

A major current project for the team is a £2m European Regional Development Funding (ERDF) funded grant that delivers programmes of support to SMEs across the York, North Yorkshire and East Riding LEP area. The project ‘Product and Process Innovation’ (PAPI) aims to stimulate innovation in SMEs in key sectors by providing capital grants to businesses to encourage the development of new products and processes.

The team also takes responsibility for the annual compilation and submission of the Higher Education Business and Community Interaction survey, which is a statutory University return underpinning the University’s ca. £3.5m Higher Education Innovation Fund allocation.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit [www.visityork.org](http://www.visityork.org) for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6449
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 March 2018

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to mark.gunthorpe@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835