Project Manager
Department of History

Closing date: 1 May 2018
Interview date: To be confirmed
Vacancy reference: 6583
INTRODUCTION

The University of York is one of the finest institutions in Europe for the advanced study of History, combining groundbreaking research with teaching programmes of incredible chronological breadth and geographic and thematic scope. The Department of History is one of the largest in the UK, with a present complement of over 45 academic staff; the current Head of Department is Professor Lawrence Black.

The Department seeks to appoint a Project Manager who will be based in the Centre for the Study of Christianity and Culture (CSCC). The Centre conducts Research Council-funded projects, works with important historic churches and cathedrals to bring recent research to life through heritage interpretation schemes, and provides interactive resources to enable students to engage with literature, history, art and music significantly influenced by Christian thought and spirituality. The Centre is at any one time undertaking research projects and providing research and consultancy to ecclesiastical and other clients and therefore managing a number of projects, which run concurrently. More information about the Centre for the Study of Christianity and Culture can be found at http://www.christianityandculture.org.uk/

The successful candidate will coordinate a number of projects with a range of external research funders and clients, to ensure that each aspect of these projects is completed in line with the anticipated deadlines and to the levels of quality commensurate with the Centre’s excellent reputation in the fields of external consultancy and research. This involves supporting the Director and other senior staff in organising and planning the research and technical activities, including coordinating the work of staff within the CSCC, to ensure that all aspects are scheduled appropriately. Developing both an overview as well as an understanding of the more detailed arrangements, the role holder will also oversee management of the Centre’s finances, to include contributing significantly to strategic planning. It is expected that the role holder will liaise with the relevant University central service departments and external funding bodies / clients to develop appropriate contractual arrangements which in turn will ensure regular delivery of the work and payments, and deal with any problems that arise, both in this area, and across the operational remit of the projects being implemented. Liaising with appropriate senior staff from the Centre, the role holder will manage the detailed HR arrangements for each of the projects, to include supervision of the Centre Administrator as well as the recruitment and employment of casual and longer-term staff. There will also be a requirement to travel to meet clients at different locations across the UK.

You should have proven experience in a relevant area of work, leading on the delivery of research or similar projects, including the organisation and supervision of staff. Excellent communication skills are essential, as well as interpersonal skills to liaise with others, both internal and external to the University. Experience of financial planning is essential.

The post is part-time, 22.2 hours per week (0.6 FTE of full-time). The post will be for two years in the first instance.
Main purpose of the role

Reporting to and supporting the Centre’s Director and liaising with other senior staff as appropriate:

- Coordinate the planning, management and delivery of the Centre’s research and consultancy projects, many of which run concurrently.
- Oversee and plan the Centre’s finances, to include strategic planning of budgets, ensuring compliance with research and financial protocols.
- Manage the staffing arrangements for the Centre, including contractual arrangements for new and existing staff.
- Liaison with the University’s central services departments such as Research Grants and Contracts, as well as the Department of Finance to ensure all financial transactions comply with the University research and financial protocols but also those demanded by a complex array of funders.

Key responsibilities

(Role holders will be required to undertake the duties below)

Project Management

- Using appropriate project management software, develop plans for each individual project, marking key project milestones and deadlines, taking into account a number of variables, for example:
  - The length of time required to complete the activity
  - The position in the schedule of each activity, its dependency on the fulfilment of previous work and impact on subsequent activities
  - The availability of the staff required to carry out particular pieces of work
  - The feasibility of the operational arrangements for all aspects
- Liaise with the Director of the Centre, the Research Officer, and the Head of Technical Design to ensure that the proposed schedule is feasible within the resources and timescales available and that key milestones do not conflict.
- Make adjustments to the schedule in the light of unexpected developments, such as changes in project milestones, the late arrival of work etc.
- The work requires the role holder to coordinate the delivery of work from around 5-7 staff within the Centre, some of whom may be more senior than the role holder.
- Monitor project activities against the project plan to ensure milestones are being attained. Highlight potential issues with the Centre Director, making proposals to bring the work back on course.
- Liaise with the relevant central services departments to ensure that appropriate contractual arrangements are implemented, and monitor these to ensure that both the work and payments are delivered according to schedule.

Financial Management

- Working with the Director of the Centre and Research Officer, oversee the management and planning of the Centre’s finances.
- Ensure that all aspects of the Centre’s finances comply with regulations and protocols of both the University as well as those of clients and external research sponsors.
- Assist with the development of costs for planned grants and consultancy, collating the data required. Re-cost existing grants to assist with the planning of staffing and finances.
- Maintain an overview of the income of specific projects.
and their impact on the Centre’s overall finances, using monthly budget reports and Agresso financial reporting systems to assess expenditure on staff costs and significant non-staff costs.

- Deal with any problems arising e.g. in terms of cash flow.
- Contribute to the reports provided to research sponsors.
- Manage the Centre Administrator, to include the provision of guidance and allocation of work, including authorisation of financial transactions e.g. invoices and expense claims. Able to cover issues that arise in their absence.

Human Resources

- Working with the Director of the Centre, plan and implement the staffing arrangements for the Centre, ensuring arrangements fall within the required regulatory and financial parameters.
- Liaise with the HR Department to make sure the necessary processes are followed and approvals are obtained where required.
- Using University documentation, prepare contracts for casual work and process payments accordingly, ensuring financial processes are followed for self-employed contractors.
- Plan and carry out recruitment of new staff as required, writing job descriptions and other aspects.

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

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level, or with equivalent experience</td>
<td>Essential</td>
</tr>
<tr>
<td>A relevant professional qualification in the area of finance or personnel management</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

**Knowledge**

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge of research finance to include financial planning and budgeting</td>
<td>Essential</td>
</tr>
<tr>
<td>An awareness of research protocols and sponsor regulations</td>
<td>Essential</td>
</tr>
<tr>
<td>Knowledge of the University of York financial system, Agresso</td>
<td>Desirable</td>
</tr>
<tr>
<td>Knowledge of project management software or similar</td>
<td>Desirable</td>
</tr>
<tr>
<td>An understanding of arts and humanities research</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

**Skills, abilities and competencies**

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential/Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel and PowerPoint</td>
<td>Essential</td>
</tr>
<tr>
<td>Proven organisational skills, with the ability to plan, organise and deliver complex projects with a number of variable factors and dependencies.</td>
<td>Essential</td>
</tr>
<tr>
<td>The ability to deal with complex situations and to produce a range of potential options and solutions to resolve issues and problems.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to communicate effectively with a wide range of people, verbally and in writing.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to negotiate with key stakeholders to ensure that projects and individual pieces of work can be delivered on time.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to write clearly and succinctly to produce reports to communicate within the University but also with external clients and funding bodies.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to collate both quantitative and qualitative data and to present this to staff both internal and external to the University</td>
<td>Essential</td>
</tr>
<tr>
<td>The ability to work effectively to tight deadlines</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent interpersonal skills, including the ability to use tact and diplomacy where relevant.</td>
<td>Essential</td>
</tr>
<tr>
<td>A high degree of attention to detail</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent numerical skills to deal effectively with financial planning</td>
<td>Essential</td>
</tr>
<tr>
<td>Experience of using project management software</td>
<td>Desirable</td>
</tr>
</tbody>
</table>
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience of managing and planning projects, ideally relating to HE research, including juggling a number of complex variables such as staffing, finances and other resources for activities that are running concurrently.</td>
</tr>
<tr>
<td>Experience of financial planning and budgeting, including experience of financial processes relating to research</td>
</tr>
<tr>
<td>Experience of preparing costs for grant applications, including re-costing existing applications</td>
</tr>
<tr>
<td>Supervisory experience and/or experience of directing/coordinate work of senior staff</td>
</tr>
<tr>
<td>Experience of organising contracts and related aspects for fixed-term and casual staff, as well as self-employed contractors, with some awareness of the legislation/regulations in these areas.</td>
</tr>
<tr>
<td>Experience of working with external clients and clients from the charity sector</td>
</tr>
</tbody>
</table>

## Personal attributes

| A pro-active attitude to the post, with the ability to lead on the organisation and planning of new projects | Essential |
| Ability to deal with confidential matters and act with discretion | Essential |
| Highly motivated, able to work independently or as part of a team | Essential |
| A positive, approachable and diplomatic manner | Essential |
| An understanding of the aims and work of the Centre | Essential |
The Department has an international reputation for research and teaching over a chronological span from Late Antiquity to the Twentieth-First Century. Its strengths are organized into nine research clusters: Medieval, Early Modern, Eighteenth Century, Modern Europe, Asia & Middle East, Religion, Public History, Science, Technology, Environment & Medicine, the Americas. The Department’s PhD programme is one of the largest and best-funded in the UK with around 70 PhD students currently registered.

The Department has a strong commitment to interdisciplinarity. Members of the Department are leading participants in the University’s interdisciplinary Centres: for Medieval Studies (CMS), for Renaissance and Early Modern Studies (CREMS), Eighteenth-Century Studies (CECS), Women’s Studies (CWS), the Centre for Modern Studies (CMODS) and Historical Economics and Related Research (CHERRY). Most of these centres offer interdisciplinary MA and PhD programmes. The Department’s commitment to interdisciplinarity is further evidenced in the wide range of undergraduate combined programmes, the MA in Contemporary History and International Politics as well as individual modules at the undergraduate and postgraduate level.

Within the Department of History itself there are also research centres, including the Centre for the Study of Christianity and Culture where this post is based, the Institute for the Public Understanding of the Past (IPUP) where the MA in Public History is based; and the Centre for Global Health Histories (CGHH), which is at the forefront of the Department’s research in medical humanities and collaborates with the WHO.

The CSCC was founded in 1999 as a research and teaching resource centre, creating interactive tools to enable students to engage with literature, history, art and music significantly influenced by Christian thought and spirituality. The Centre carries out large RCUK-funded projects and works with major external partners, including churches and cathedrals, to engage a wide range of audiences through innovative heritage interpretation projects. Further information can be found at: http://www.christianityandculture.org.uk/

Further information about the department is available at: http://www.york.ac.uk/history/
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

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 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 6583
• Complete the online application form
You will need to submit your completed application by midnight (local UK time) on 1 May 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 caroline.edwards@york.ac.uk
If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835