Project and Communications Manager
Biorenewables Development Centre

Closing date: 18 November 2018
Interview date: TBC
Vacancy reference: 7140
INTRODUCTION

The Biorenewables Development Centre (BDC) is a subsidiary of the University of York and engages with a broad range of bioeconomy stakeholders including academics, SMEs, multinational businesses, policy makers and public sector organisations.

The BDC is a partner in the recently awarded Innovate UK / BBSRC Newton-UK-India project: "Reducing industrial waste from sugarcane processing in India". The BDC is responsible for managing the project and wishes to recruit a Project Manager who will also provide business development support with a particular focus on communication activities.

This Project Management role requires collaborative working with all partners and the monitoring officer, and involves monitoring and recording the activities of five UK and two Indian partners. The role will be vital in ensuring that all project partners reach milestones and deliverables targets while maintaining budget and ensuring intellectual property rights are managed accordingly and project outputs disseminated appropriately. In addition, the role will involve facilitating the Steering Committee and quarterly funder review meetings.

In addition, the BDC requires support for other business development activities, with a particular emphasis on communications.

This involves contributing to the management and co-ordination of the communication outputs of the BDC to both internal and external stakeholders and includes collaborative working with other members of the team and external agencies.

The BDC thus requires a highly organised and excellent communicator and experienced project manager with a proven track record in managing multi-partner projects to join the Business Development Unit.
Main purpose of the role

To act as the Project Manager, supporting and managing the Newton-UK-India project - "Reducing industrial waste from sugarcane processing in India". To contribute to business development activities with a particular focus on communication at the BDC.

Key responsibilities

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

Project Manager (Newton-UK-India project):

- Act as the central contact point for all project activities, ensuring that excellent collaborative relationships are established and maintained between project partners.
- Develop an excellent relationship with the Innovate UK Project Monitoring Officer (MO), ensuring that queries, information and guidance are effectively fed between the MO and all project partners.
- Responsibility for the management and control of project documents, ensuring version control mechanisms are in place.
- Determine and manage associated project risks and issues, ensuring that mitigation strategies are in place and activated if required.
- Monitor and report quarterly on the progress of the project with respect to milestones and deliverables.
- Facilitate Steering Committee meetings and be responsible for implementing decisions taken by the Steering Committee.
- Responsibility to the Steering Committee for the day-to-day management of the project.
- Responsibility for financial administration of the project, including coordination and submission of accountants' reports.
- Liaison with appropriate communication channels in the UK and India to ensure awareness of project significance and dissemination of project progress and outcomes.

Additional responsibilities:

- Maintain a professional interest and knowledge in biorenewables/biotechnology; identifying sector developments.
- Wider BDC communications support to include contribution to communication activities involving internal and external stakeholders.

JOB DESCRIPTION

At a glance

- **Salary**: Grade 6 / £32,236 - £39,609 per year
- **Hours of work**: Full time / 37 hours per week
- **Contract type**: Fixed term, up to 3 years
- **Based at**: Biorenewables Development Centre, Dunnington

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### PERSON SPECIFICATION

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<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Relevant degree or equivalent professional qualifications</td>
<td>Essential</td>
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<tr>
<td>PRINCE2 or equivalent project management qualification or significant relevant experience</td>
<td>Essential</td>
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<td>Significant relevant communications experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
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<tr>
<td>Understanding of principles of effective project management</td>
<td>Essential</td>
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<td>Knowledge or a range of tools and project management methodologies to review systems and processes</td>
<td>Essential</td>
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<td>Understanding of regulatory frameworks relating to data collection and storage, ie GDPR</td>
<td>Essential</td>
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<td>Understanding of the Biorenewables sector</td>
<td>Desirable</td>
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<td>Understanding of communication channels (digital and physical)</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential</th>
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<td>Good problem solving skills</td>
<td>Essential</td>
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<td>An organised and methodical approach</td>
<td>Essential</td>
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<td>Confident negotiator, able to initiate discussions and follow them through to point of conclusion</td>
<td>Essential</td>
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<td>Able to adapt to changing priorities to support team members at short notice</td>
<td>Essential</td>
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<td>Strong IT Skills – able to use Google mail, Google calendar, Google docs, MS Word, MS Excel and quickly learn new/complex systems</td>
<td>Essential</td>
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<td>Able to communicate effectively with multiple individuals at different levels, with different perspectives</td>
<td>Essential</td>
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<td>Able to work in a team and form positive working relationships with colleagues/ external contacts</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<td>Able to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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## PERSON SPECIFICATION

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<tr>
<th>Experience</th>
<th>Essential/Desirable</th>
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<tr>
<td>Significant end-to-end project management experience, working with team members to deliver multiple objectives</td>
<td>Essential</td>
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<td>Delivering projects successfully in a changing and high pressured environment</td>
<td>Essential</td>
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<td>Delivering/co-ordinating a high quality service to a range of internal and external customers</td>
<td>Essential</td>
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<td>Managing budgets</td>
<td>Essential</td>
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<tr>
<td>Significant experience of performance measurement and reporting against milestones and deliverables; process review and evaluation of alternatives.</td>
<td>Essential</td>
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<td>Relevant experience of communication techniques</td>
<td>Desirable</td>
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<td>Experience of working with, and influencing senior colleagues in person, in committees and/or meetings.</td>
<td>Desirable</td>
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### Personal attributes

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<td>Proactive communicator, both within the team and with colleagues in other departments</td>
<td>Essential</td>
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<td>Demonstrable willingness to engage with continuing professional development</td>
<td>Essential</td>
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<td>Positive ‘can-do’ attitude</td>
<td>Essential</td>
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<td>Focussed on good customer service</td>
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<td>Highly organised</td>
<td>Essential</td>
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<td>A willingness to be flexible towards duties showing adaptability and being supportive of change</td>
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THE DEPARTMENT

The Biorenewables Development Centre (BDC) is a not-for-profit company, based at the Hassacarr Industrial Estate, Dunnington, close to the University of York, that helps businesses develop ways to convert plants, microbes and biowastes into profitable biorenewable products.

The BDC seeks to drive the growth of the global bioeconomy and works regionally, nationally and internationally with a wide range of public and private sector collaborators to achieve this goal.

Established through a collaboration between the world-renowned Green Chemistry Centre of Excellence and the Centre for Novel Agricultural Products at the University of York, the BDC provides businesses with expertise, services, open-access facilities and access to additional academic staff.

Using state-of-the-art facilities that incorporate a broad range of science and technology platforms, the BDC bridges the gap between academia and industry to assist companies both in the development and scale up of new greener processes and products. The BDC delivers a mix of Economic Development programs, Collaborative R&D grant funded projects and Commercial work ranging from short, 1 day projects to 4 year international programs. The BDC engages with a broad range of bioeconomy stakeholders including SMEs, multinational businesses, policy makers, academics and public sector organisations such as WRAP, UKRI and LEPs.

Our ambitious vision is to support the widespread use of biorenewables across the world and we have already helped over 300 businesses explore bio-based opportunities by providing technical data and specialist advice to inform their business decisions.

The business is organised into four teams: two technical teams, one Business Operations Unit and one Business Development Unit, in which this role will be based. Currently, there are 32 members of staff employed at the BDC.

The Business Development Unit is a dynamic team comprising business development staff who engage with industry, academia and other bioeconomy stakeholders and is responsible for bringing commercial and grant-based work into our centre.

The BDC, thus, offers a unique combination of multi-disciplinary expertise coupled with pilot-scale processing capabilities in one coordinated centre. Covering a broad spectrum of biorefining technologies, from feedstock assessment to product evaluation, the team specialises in making the most out of biorenewable materials, helping ideas to survive the valley of death, and de-risking the innovation process.
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 7140
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 18 November 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 biorenewables@york.ac.uk

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

recruitment@york.ac.uk

+44 (0) 1904 324835