AFN Project Manager (maternity cover)

**Department:** Environment & Geography  
**Hours of work:** Part Time | 18.5 hours per week (0.5FTE)  
**Contract type:** Fixed term | up to one year  
**Salary:** Grade 6 | £34,308 - £42,155
Main purpose of the role

To provide maternity cover for the University of York Project Manager for the AgriFood4NetZero Network+. Responsibility for strategic oversight and coordination of the UK-wide AgriFood4NetZero Network+ (AFN), working with counterparts at the University of the West of England and the University of Leeds. Co-managing a national team to facilitate stimulation of the research agenda for agri-food for Net Zero. You will lead on the external communications element of the Network+, ensuring cross-institutional coherence and results with national impact and beyond. This will include instigating a communications strategy, deciding appropriate methods of engagement, such as writing and sending emails to 1000s of Network+ Members and coordinating input to the website from across the key Network+ academics. As part of the Executive Team running the Network+ you will provide detailed strategic advice and practical support to individual researchers and clusters of researchers. You will develop and manage relationships with the key funding agencies and 1000s of stakeholders across the food system.

The Project Manager will work most closely with Professor Sarah Bridle, and managed by Matthew Badham, the Deputy Head of Faculty Operations for Sciences. The role will be embedded in the Department of Environment & Geography. Due to the national character and requirements of the project, applications are welcome from candidates without proximity to or residence in the York area, however they must be based in the UK.

Key responsibilities

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

1. Role Specific Responsibilities
   - To be responsible for provision of a professional service through project oversight and monitoring of key project targets.
   - To carry out detailed assessment and analysis of Impact across project activities using specialist knowledge to identify appropriate approaches for increasing impact in different sectors across the agrifood system.
   - To build partnerships with funders, liaise with them on project funding calls and build new funding opportunities.
   - To develop new policies and procedures in line with project strategy and plans.
   - To draft reports, prepare and deliver briefings, presentations and training as required and support dissemination of project outputs and communication materials; managing the use of the project visual profile across communication tools.
   - To lead and attend internal and external meetings to ensure that service issues are appropriately represented and reported.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery
   - Oversee a responsive and proactive support service to ensure service expectations are met.
• Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
• Contribute to operational leadership teams and decision making to shape the nature and level of support services.
• Implement changes to the design and development of a service.
• Accountable for delivery of a service within a defined area or defined responsibilities.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
• Ensure the review and improvement of systems and procedures in line with University frameworks.
• Review internal and external practice to identify opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for issues or problems.
• Proactively identify opportunities for building personal knowledge and skills.
• Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
• Provide advice to stakeholders in relation to complex policies, procedures and regulations.
• Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
• Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
• Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
• Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
• Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
• Build relationships and networks internally and externally to build and update knowledge and skills.
• Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight
• Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
• Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
• Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation
• Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

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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<th><strong>Role Specific</strong></th>
<th><strong>Essential / Desirable</strong></th>
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<tr>
<td>Excellent organisational skills and can demonstrate broad-based project management experience in an academic context.</td>
<td>Essential</td>
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<td>Excellent IT skills to include national communications and website management, familiarity with use of social media to attract and service multiple outreach groups and individuals.</td>
<td>Essential</td>
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<td>Experience of complex database systems and of extracting, analysing and interpreting data to produce reports and presenting information to others.</td>
<td>Essential</td>
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<td>Excellent interpersonal skills and the communication skills to attract and work with multiple and diverse audiences.</td>
<td>Essential</td>
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<td>Strong analytical skills for progressing EDI.</td>
<td>Desirable</td>
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<td>Ability to convey value and importance of contribution to all participants in the project, ensuring integration and cooperation between national and institutional teams as well as the sharing of knowledge and good practice.</td>
<td>Essential</td>
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<td>Proven history of improving quality of service, monitoring cost and efficiency.</td>
<td>Essential</td>
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<td>Ability to plan and coordinate work appropriately to make the best use of resources and to achieve targets, communicating, monitoring and reporting achievement against plans.</td>
<td>Essential</td>
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<td>Proven experience of managing, influencing and partnership-working within a large complex organisation/network.</td>
<td>Essential</td>
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<td>Marketing and promotional experience across institutions and projects in academic and/or commercial contexts to include advertising and production of collateral and assuring brand continuity and consistency, supervision of design work and outsourcing and promotional opportunities</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead projects
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<th>Task</th>
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<tr>
<td>Gather, analyse, interpret and report complex data/information</td>
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<td>Use digital technologies including Google applications and/or Microsoft Office</td>
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<td>Communicate effectively in verbal and written formats, including the use of a variety of digital tools</td>
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**Behaviours:**

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<td>Works collaboratively with others</td>
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<td>Delivers a quality service</td>
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<td>Develops self and others</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
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<td>Identifies and implements continuous improvement</td>
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