YO-RAN Project Manager

Department: School of Physics, Engineering and Technology

Hours of work: Full time | 37 hours per week (flexibility available for 0.8 FTE, 29.6hrs/week)

Contract type: Fixed term from 1 February 2023 (for up to 24 months)

Salary: Grade 7 | £42,155 - £51,805 (reduced pro rata for part time working)
Introduction

The University of York has established the School of Physics, Engineering and Technology which formally launched on 1 August 2022. We bring physicists and engineers together to push the frontiers of knowledge, foster innovation and meet the grand challenges facing society. Our aim is to develop new technologies that work for the public good, in an environment where everyone can thrive.

As a School, equality, diversity, and inclusion are central to our culture and we strive to provide a working environment which allows all staff and students to contribute fully, to flourish, and to excel. We aim to ensure that there is a supportive and egalitarian culture at all levels and across all staff groups and 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. Physics is proud to hold Juno Champion, and Athena Swan silver awards. Engineering is similarly proud of their Athena Swan bronze award. These awards recognise our commitment to creating a fully inclusive and supportive environment in which staff and students can thrive. We aim to inspire young people to engage with science and engineering through our outreach work.

The School has been awarded £7.3m in funding for the Yorkshire Open Radio Access Networks (YO-RAN) project by UK Government’s Department of Digital, Culture Media and Sport as part of its Future Open Networks Research Challenge. The project will involve theoretical development, modelling and small, medium and large trials of the technology, which will be supported by another University and six industrial partners.

The YO-RAN project is now looking for a dynamic Project Manager to support the Project Lead Professor Alister Burr to plan, manage and deliver the project’s milestones, acting as liaison with the funder, coordinating the work of the project partners and contractors, leading on communications and supporting the project’s ambitious commercialisation activities.

Key responsibilities

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

1. Role Specific Responsibilities

   ● Working with the Project Lead, manage processes to achieve project milestones and deliverables, developing, managing and reporting on associated schedules, plans and risks
   ● Help coordinate the work of the project, its industry partners, collaborators and subcontractors.
   ● Ensure effective management of any legal, contractual, financial and administrative aspects of the project
   ● Manage project finances, including forecasting and grant claim processing, working with Research Grants Operations.
   ● Collate, prepare and edit reports to agreed timescales and as required by the funder or Project Lead
   ● Maintain comprehensive project documentation, ensuring an intact audit trail
   ● Generate and maintain collaborative links with key stakeholders, including the project funder, partners and colleagues within the University
   ● Develop, implement and manage the communications strategy to share the project outcomes through appropriate channels, including supporting and representing the project at events
   ● Support the project’s commercialisation, IP and standards work
• Identify potential further funding opportunities, generate ideas for new projects and prepare proposals

2. University of York Responsibilities for Grade 7

Service and Operational Delivery
• Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
• Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
• Accountable for delivery of a service for a large or complex area or across multiple service areas.
• Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
• Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

Continuous Improvement
• Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
• Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
• Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
• Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.
• Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

Specialist Contribution
• Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
• Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
• Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed

Collaboration and Communication
• Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
• Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.

Governance and Oversight
• Oversee activity to ensure all processes and transactions are delivered in line with regulatory and
professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.

- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.
- Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
- Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
- Lead large scale projects to facilitate major service or operational change.

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>Role Specific</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Strong analytical, problem solving and prioritisation skills, demonstrating ability to work through difficult challenges at short notice</td>
<td>Essential</td>
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<td>Experience managing significant budgets and monitoring contracts</td>
<td>Essential</td>
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<td>Proven knowledge of data management systems for milestone, financial and output reporting</td>
<td>Essential</td>
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<td>Ability to develop and deliver communications activities to share project outcomes with a wide range of audiences</td>
<td>Essential</td>
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<td>Experience managing research projects or consortia involving industry partners</td>
<td>Desirable</td>
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<tr>
<td>Knowledge of commercialisation pathways and intellectual property management, particularly in a higher education setting</td>
<td>Desirable</td>
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## University of York Person Specification for Grade 7

### Qualifications:

Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

### Skills - demonstrates the ability to:

- Lead large-scale projects                                                                                           | Essential             |
- Gather, analyse, interpret and report complex data/information                                                       | Essential             |
- Use digital technologies including Google applications and/or Microsoft Office                                     | Essential             |
- Communicate to engage and influence others                                                                         | Essential             |

### Behaviours:

- Works collaboratively with others                                                                                   | Essential             |
- Delivers a quality service                                                                                        | Essential             |
- Develops self and others                                                                                        | Essential             |
- Actively champions respect, inclusivity, equality and diversity                                                    | Essential             |
- Identifies and implements continuous improvement                                                                  | Essential             |