

Job Title: Project Manager – CIRCARB (Research Associate)

Grade: 7

Salary: £40,704 to £44,352 per annum (due to external funding restrictions), pro-rata if part time

Department: School of Engineering

Hours/Contract: Full-time or job share, fixed term contract from 01 January 2027 to 30 September 2030

Job Family: Teaching and Research

Reference: 13953

Role Purpose

To provide effective project management and coordination for the UKRI-funded CIRCARB programme, supporting the Principal Investigator and wider consortium to ensure successful delivery of project objectives, milestones, deliverables and reporting requirements. The postholder will coordinate activities across academic, industrial and external partners; support project governance, financial and resource monitoring, risk management, reporting, meetings and stakeholder engagement; and facilitate effective communication across the consortium. The role will also contribute to dissemination, impact, knowledge exchange and the development of the wider CIRCARB research programme.

Main Duties and Responsibilities

Research

- To support the Principal Investigator (PI) in the effective management and delivery of the CIRCARB research programme, ensuring that project activities, milestones, deliverables and objectives are progressed in accordance with the agreed project plan and funder requirements.
- To coordinate activities across the CIRCARB consortium, working closely with academic investigators, researchers, professional services staff, project partners and external stakeholders to facilitate effective and timely project delivery.
- To develop, maintain and monitor project plans, milestone and deliverable trackers, action logs, risk registers and other project management documentation, identifying potential delays, dependencies and risks and escalating these appropriately to the PI.
- To coordinate the preparation and submission of project progress reports, supporting documentation and other information required by UKRI and the University, working with project partners to obtain accurate and timely contributions.
- To organise and support consortium meetings, project management meetings, advisory or steering group meetings, workshops and other project events, including preparation of agendas, papers, presentations, minutes and action tracking.
- To act as a central point of contact for routine project management and coordination matters, ensuring effective communication and information flow between the PI, project team, partner organisations and relevant University professional services.
- To work with the PI, research finance and relevant professional services teams to monitor project expenditure, staff resources and partner activities against the approved project plan and budget, highlighting significant variances or emerging issues.
- To support the coordination of project recruitment, onboarding and project-related administrative processes where required, ensuring that appropriate information and documentation are available to project team members.





- To maintain accurate and accessible project records and documentation, supporting compliance with University policies, funder requirements and agreed project governance arrangements.
- To support the coordination of project outputs and deliverables, including technical reports, datasets, publications, presentations and other programme outputs, ensuring that relevant deadlines and funder requirements are communicated and monitored.
- To contribute to the development and continuous improvement of project management processes and systems that support efficient delivery of the CIRCARB programme.
- To undertake other project-related duties commensurate with the grade of the post, as agreed with the PI, to support the successful delivery of the programme.

Professional Development

- To engage in appropriate professional development activities relevant to research project management, programme delivery, stakeholder engagement, knowledge exchange and associated professional practice.
- To maintain and develop knowledge of relevant University and funder policies, procedures and good practice relating to the management of externally funded research programmes.

Impact and Knowledge Exchange

- To support the development and delivery of the CIRCARB programme's impact, knowledge exchange, engagement and dissemination activities.
- To build and maintain effective working relationships with academic, industrial and other external stakeholders involved in or relevant to the programme.
- To coordinate, where appropriate, stakeholder workshops, dissemination events, industry engagement activities and other knowledge-exchange activities associated with the project.
- To support the capture, monitoring and documentation of project outputs, outcomes, impact and knowledge-exchange activities for internal and funder reporting.
- To contribute to project communications and dissemination activities, including preparation of project updates, presentations, reports, website content and other communication materials.
- To identify opportunities, in consultation with the PI and project team, for wider engagement, collaboration and dissemination that could enhance the reach and impact of the CIRCARB programme.

Leadership and Citizenship

- To provide effective coordination and guidance to members of the project team in relation to project procedures, deadlines, reporting requirements, meetings and agreed actions.
- To promote effective collaborative working across the multi-institutional and multidisciplinary CIRCARB consortium.
- To proactively develop productive relationships and networks across the University, partner institutions, industry and other relevant organisations.
- To contribute positively to the wider research culture and activities of the School and University, including appropriate project, research and knowledge-exchange activities.
- To demonstrate a collaborative, inclusive and professional approach in working with colleagues, project partners and external stakeholders.





Internal and External Relationships

- Regular liaison and meetings with the Principal Investigator, Co-Investigators, research staff and other members of the CIRCARB project team to coordinate project activities, monitor progress and support timely delivery of milestones and deliverables.
- Close working relationships with relevant University professional services teams, including Research and Enterprise, Finance, Human Resources, Communications and other support functions, as required for effective project delivery.
- Regular liaison with academic and industrial project partners across the CIRCARB consortium to coordinate activities, reporting, meetings, events and stakeholder engagement.
- Engagement with UKRI and other external stakeholders, collaborators and advisory group members, as appropriate and in consultation with the Principal Investigator.
- This retains the purpose of the original section—regular interaction with the research group, departmental colleagues and external collaborators—but makes the relationships specific to a multi-partner project-management role.

Planning and Organising

You will be required to effectively plan and organise project activities to support the successful and timely delivery of the CIRCARB programme:

- Prioritise and coordinate tasks within agreed project plans, work schedules and reporting deadlines;
- Plan and monitor project activities against agreed milestones, deliverables, dependencies and overall programme objectives;
- Coordinate inputs and actions from project partners, ensuring that required information and contributions are obtained within agreed timescales;
- Maintain appropriate project management tools and documentation, including action logs, milestone trackers, risk registers and reporting schedules;
- Anticipate potential delays, risks and competing priorities, and work with the Principal Investigator and project team to identify appropriate mitigating actions;
- Adapt daily, weekly and longer-term plans in response to changing project priorities, emerging issues and new developments;
- Organise project meetings, workshops, events and reporting activities in a timely and efficient manner.

Qualifications, Knowledge and Experience

Essential

- Master's degree or equivalent in an appropriate discipline, or equivalent relevant professional qualification and experience.*
- Demonstrable experience of coordinating or managing complex research, innovation or externally funded projects.*
- Experience of working effectively with multiple stakeholders, including academic researchers, professional services staff and/or external partners.*
- Experience of planning and monitoring project activities, including milestones, deliverables, risks, actions and deadlines.*





- Experience of preparing project reports, documentation, presentations or other materials for internal or external stakeholders.*
- Evidence of strong analytical and problem-solving capability, including the ability to identify project risks, resolve issues and support effective decision-making.*
- Knowledge and understanding of project management principles and approaches, with the ability to apply appropriate tools and processes to support successful project delivery.*
- Experience of coordinating meetings, workshops, events or other collaborative project activities. Working independently and managing competing priorities within agreed timescales.*

Desirable

- Experience of managing or coordinating UKRI or other externally funded university research programmes.
- Experience of working within a multi-institutional or multidisciplinary research consortium.
- Experience of project budget monitoring and financial reporting.
- A recognised project management qualification, such as PRINCE2, APM or equivalent.
- Experience of research impact, knowledge exchange, industry engagement or stakeholder engagement activities

Skills, Abilities and Competencies

Essential

- Excellent interpersonal skills, with the ability to build effective working relationships with internal and external stakeholders, including academic, professional services and industry partners.*
- Excellent written and verbal communication skills, with the ability to communicate complex project information clearly and appropriately to a range of audiences.*
- Strong organisational and project management skills, with the ability to plan, prioritise and coordinate multiple activities, deadlines, milestones and deliverables.*
- Ability to work effectively both independently and as part of a multidisciplinary and multi-institutional team.
- Strong problem-solving skills, with the ability to identify project risks or emerging issues and support the development of appropriate solutions.
- Ability to manage competing priorities and respond flexibly to changing project requirements while maintaining attention to detail and delivery deadlines.
- Ability to coordinate and facilitate meetings, workshops and project activities, including preparation of documentation and effective follow-up of agreed actions.
- Ability to maintain accurate project records, trackers and documentation and to handle information in a professional and organised manner.
- A proactive and collaborative approach, with the ability to take initiative and contribute positively to the effective functioning of the project team.

Desirable

- Proficiency in project management and collaborative working tools, such as Microsoft Project, Excel, Teams, SharePoint or equivalent.
- Experience of supporting research impact, knowledge exchange, stakeholder engagement or dissemination activities.

**Criteria to be used in shortlisting candidates for interview*





Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

