



Job Title: Project Support Manager (Prototype Laboratory)
Grade: 6
Salary: £31,396 to £36,024 per annum (pro rata)
Department: Physics and Astronomy
Hours/Contract: Full time, fixed term contract until 31 March 2025
Job Family: Management and Administration
Reference: 10437

Role Purpose

This role will aid in the leading of the project management of the University of Leicester's contribution to the space instrumentation breadboarding and design programme. The post holder will provide organizational support to staff and industry partners working within the Prototype Laboratory. This will include aiding in the generation of financial and technical documentation, developing and monitoring the action tracker, and interacting with external partners.

Resources Managed

- University of Leicester work package schedules and deliverables
- University of Leicester work package finances
- Manage own time under the general supervision of the Prototype Lab Assembly, Integration and Test team

Main Duties and Responsibilities

Operational Management and Administration

- Generation of technical and financial documentation, including (but not limited to) project management plans, technical notes, monthly reports, presentations, risk register, PMB documentation.
- Development and monitoring of the action tracker, i.e.:
 - Generating an action tracker for the UoL work packages.
 - Ensuring the action tracker is kept up-to-date after each meeting/week.
 - Relaying with the personnel responsible for the actions in order to ensure a clear flow of information and understand where slippages may occur.

Laboratory Stock Management and Procurement

- Monitoring, sourcing and procurement of laboratory consumables and equipment.
- Liaising with suppliers where there are delivery issues or non-conformances with delivered items.
- For specialist deliveries, ensuring that handling precautions are followed (e.g., cold storage and security).





- Ensuring that there is appropriate stock in place to meet demand and maximise the efficient use of resources without wastage. This will involve liaison with Project/laboratory managers to investigate future requirements for stock control.
- Advising staff on the storage, handling and transport of items including gases, cylinders, solvents, cryogenics and chemicals.
- Ensuring safety considerations are met and risk assessments are in place.

Internal and External Relationships

- Daily contact with academic, research and technical staff within the School of Physics and Astronomy
- Regular contact with external suppliers
- Contact with industry partners

Planning and Organising

- Plan and prioritise own workload. Some work is reactive and depends on the activities within the Prototype Laboratory, plan other duties around this work.
- Follow set maintenance schedules which may also be overseen by line manager and senior technical staff
- Take into account external delivery schedules and laboratory materials required for customers, and work to deadlines when processing orders.

Qualifications, Knowledge and Experience

Essential

- Educated to Masters-level in relevant STEM discipline *
- Some previous research experience with the development of camera system *
- Some previous experience in experimental Physics *
- Some previous research experience of the science flowdown of a mission *
- Some previous experience of project management *
- Experience of working with laboratory consumables
- IT knowledge, including Microsoft Office, Excel, PowerPoint and email *
- Prepared to attend appropriate training courses
- Aptitude and willingness to learn new skills

Desirable

- Knowledge of Gantt charts and critical path assessments





- Experience of developing project management documentation (e.g., meeting minutes, action trackers, etc.)
- Experience of populating and interpreting information from databases
- Experience of working in a team

Skills, Abilities and Competencies

Essential

- Work on own initiative
- Effective interpersonal skills
- Effective oral and written skills in order to communicate effectively with staff and industry partners *
- Ability to follow procedures and protocols, specifically when working with specialist test facilities
- Ability to conduct practical laboratory activities safely and efficiently *

Desirable

- Experience of working to pre-defined maintenance or safety procedures within a research or industrial setting
- Full, clean UK Driving Licence

****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 expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

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

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 equity 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 equity, diversity and inclusion.

