

Job Title: Space Park Leicester Programme Manager
Grade: 9
Salary: £52,560 to £59,135 per annum
Department: Research and Enterprise Division
Hours/Contract: Permanent, full time
Reference: 1238

Role Purpose

The Space Sector nationally and globally is set to explode, with market predictions of a tripling of size of the industry over the coming decade. The University has the largest space-related academic grouping in the country, possesses a nationally recognised leadership role in Earth Observation (via hosting the NERC National Centre for Earth Observation) and boasts a strong heritage of working with industry, with a Leicester built instrument deployed in orbit every year since 1967.

The University is working now with partners to develop a new £100m+ “Space Park,” on the Pioneer Park Enterprise Zone, close to the City Centre. The Space Park will house academics and industry (from SMEs through to multinational corporates) in addition to other key partners including the Satellite Applications Catapult. The initial phase of the Space Park will be focussed on research and development, with a future Phase planned for manufacturing of low cost, high performance satellites.

Although the first Phase of the Space Park will not open until late 2020, an experienced Programme Manager is required now to initially shape and subsequently support the delivery of a very major multi-year research Programme with a wide number of partners. When Space Park opens, the core delivery of the Programme will move into the Space Park.

The space industry value chain spans satellite design and manufacture through to data services and applications. Typically, research tackles only discrete parts of this, missing the opportunity available from an integrated approach. The successful Programme Manager will work with colleagues in capturing requirements from a number of downstream applications and integrate those into upstream research into satellite and instrumentation simulation and prototyping approaches, with all research themes underpinned by the use of High Performance Computing and machine learning

Supported by Government and industry, this multi million pound endeavour is recognised by partners as being critical to the delivery of UK space competitiveness.

Reporting to the CEO of SPL as well as to the academic lead for the Programme, the post holder will work with colleagues internally and external partners to create and then deliver an overall Programme plan (including the normal aspects of internal and external engagement; outputs; milestones; resourcing; financial management; risk reporting; IP systems etc). While the post holder will be required to establish and deliver the normal mechanics or structure of Programme Management, for this flagship programme it is vital that the post holder understands and is driven by the strategic purpose; the content of what is being delivered and the impact.

Resources Managed

- Operational management of the programme including direct line management of project management team and PMO (as appropriate)
- Responsibility for the pay and non-pay budget associated with the Programme





Main Duties and Responsibilities	% Time
<ul style="list-style-type: none"> To successfully develop and deliver the R&D programme. This is a substantial activity including over 10 external partners including several multi-national corporates. The role holder will be accountable for initially shaping, defining and then delivering the Programme, including putting in place all key systems and processes as required. The role holder will be accountable for all Programme Management aspects (but will not be accountable for the actual technical direction and delivery), including forming a Programme Delivery Board. 	70
<ul style="list-style-type: none"> To recruit and manage an effective project management and PMO team as appropriate 	10
<ul style="list-style-type: none"> Internal and external engagement. In addition to the existing programme partners and funder, the role holder will be expected to be an ambassador and engage in external events and with other important stakeholders including, but not limited to, the UK Space Agency, prospective new partners, local and national MPs etc. 	15
<ul style="list-style-type: none"> To undertake other duties as may be required commensurate with the role. 	5
Internal and External Relationships	
<p>The post holder must be able to quickly build up good relationships and credibility with a range of stakeholders, including senior stakeholders internally and externally:</p> <ul style="list-style-type: none"> All PVCs and in particular Research and Enterprise and College Science and Engineering CEO Space Park Leicester The academic lead for the programme, in addition to senior academics involved in the Programme delivery Senior representatives from the University Comms and Marketing department Senior Local and Central Government Stakeholders Senior representatives from industry Senior sector stakeholders including Catapults; UK Space Agency Research England and other funders 	
Planning and Organising	
<p>All aspects of a highly competent Programme Manager:</p> <ul style="list-style-type: none"> Gantt chart Milestone definition Resource planning Financial management Risk management Stakeholder management Reporting Mapping and supporting delivery of outputs to outcomes Governance arrangements including a regular Programme Board in addition to Programme stage-gates 	





Qualifications, Knowledge and Experience

Essential

- First or Upper Second Degree in Science or engineering subject
- Senior level management experience
- Experience working with academia, industry and Government
- Experience of helping define and shape an R&D Programme from its nascent stages, managing the high degrees of uncertainty and complexity that this inevitably involves
- Proven ability and experience of successfully delivering complex R&D programmes with multiple partners and ideally with experience in an HEI environment
- Commercial acumen and experience combined with business development experience
- Proven experience and track record of establishing and smooth running of Programme management systems including budget, resource, project management and financial reporting
- Experience of creating and managing high performance teams
- Ability and experience to build and maintain external strategic networks
- Knowledge and understanding of the Governments industrial strategy and Space 4.0

Desirable

- Managing Successful Programmes (MSP) qualification
- Track record of developing and writing bids

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

Skills, Abilities and Competencies

Essential

- Ability to build strong relationships with core private and public sector stakeholders
- Proven senior level communication and influencing skills and ability to promote research activities to a range of audiences
- Experience of working in and understanding of the space sector, high value manufacturing or data/computing sectors
- Ability to manage and perform under high degrees of uncertainty
- A self-starter
- Understands the strategic and commercial importance of the Programme being delivered

Desirable

- Experience with comms and marketing

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

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.





VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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.

