

Job Description

Programme Manager

UKRI Future Leaders Fellowship on Gender Inclusive Climate
Change Governance (GENCGOV)

Faculty of Management, Law and Social Science



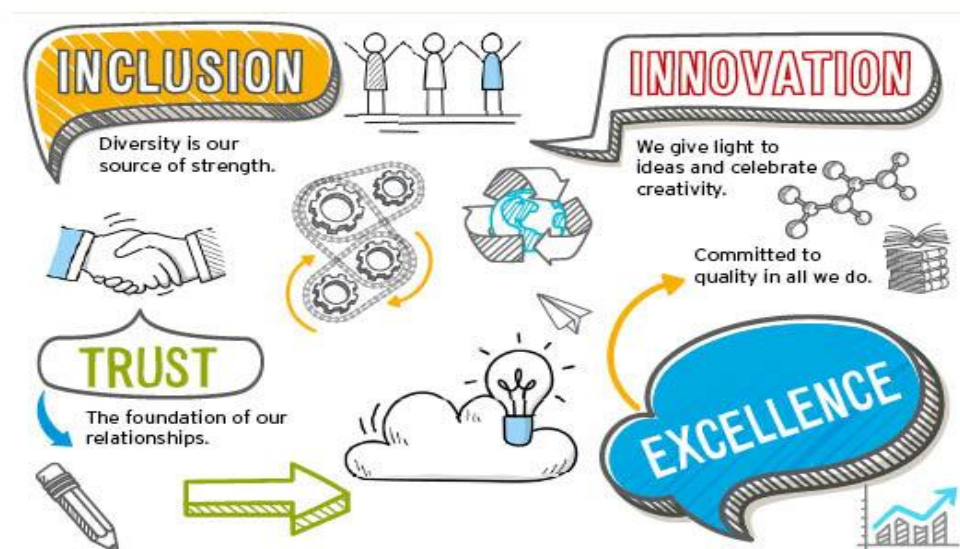
Brief summary of the role

Role title:	Programme Manager
Grade:	8
Faculty or Directorate:	Faculty of Management, Law and Social Science
Service or Department:	School of Law
Location:	City Campus
Reports to:	Principal Investigator
Responsible for:	Programme Research Admin for the UKRI Future Leaders Fellowship project on Gender Inclusive Climate Change Governance (GENCGOV)
Work pattern:	Full Time on Campus

About the University of Bradford

Values

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion part of everything we do – from how we build our curriculum to how we build our workforce. It is the responsibility of every employee to uphold the university values.



Equality, Diversity, and Inclusion (EDI)

At the University of Bradford, we are guided by our core values of Excellence, Trust, Innovation, and Inclusion. These values shape our approach and our commitment to making diversity, equity, and inclusion at the heart of everything we do.

We foster a work environment that's inclusive as well as diverse, where staff can be themselves and have the support and adjustments to be successful within their role.

We are dedicated to promoting equality and inclusivity throughout the university and have established several networks where individuals can find support and safe places fostering a sense of belonging and acceptance. We are committed to several equality charters such as Athena Swan, Race Equality Charter, Disability Confident and Stonewall University Champions Programme..

Health, safety, and wellbeing

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions.

It is the responsibility of all employees that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students.

All colleagues will need to ensure you are familiar with any relevant Health and Safety policies and procedures, seeking advice from the Central University Health and Safety team as appropriate.

We are registered members of the University Mental Health Charter. This visibly demonstrates our commitment to achieving cultural change in student and staff mental health and wellbeing across the whole university, whilst supporting the vision of our People Strategy to create a culture and environment of transformational diversity, inclusion and social mobility, creating a place where our values come to life and are evident in our approach.

Information governance

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University.

An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

All employees must always adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security.

Employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

Criminal record disclosures and working with vulnerable groups

Depending on the defined nature of your work and specialist area of expertise, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974.

All employees of the University who have contact with children, young people, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and Safeguarding Vulnerable Groups Act 2006.

The University is committed to protect and safeguard children, young people and Vulnerable Adults.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

Role holder: essential and desirable attributes

Qualifications

Essential	<ul style="list-style-type: none">• Degree or equivalent
Desirable	<ul style="list-style-type: none">• Formal Project or Programme Management Qualifications, such as PRINCE 2 or MSC

Experience, skills, and knowledge

Essential	<ul style="list-style-type: none">• Experience in managing high profile projects in the HE Sector• Demonstrable working experience of any formal project management methodologies, such as those required by funding bodies• Experience of monitoring the progress of the projet against it's plan, and reporting progress against targets• Experience of writing business plans• Experience of line management of staff• Experience of working as part of a successful team
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	<ul style="list-style-type: none"> • Experience of managing an international research project • Good IT skills with Microsoft packages • Excellent time management and planning skills • Ability to communicate at all levels, in a manner appropriate to the audience including delivering presentations • Ability to work well collaboratively and to manage complex information in clear and concise manner. • Good analytical and problem solving skills
Desirable	<ul style="list-style-type: none"> • Experience of using the Bradford Method for Project Management • Demonstrable evidence of a commitment to Equality and Diversity in practice • Experience of working in multicultural teams

Personal attributes

Essential	<ul style="list-style-type: none"> • Adaptability and teamwork • Confidence • Proactiveness and motivation (drive to achieve goals)
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	<ul style="list-style-type: none"> • Creative and analytical skills
Desirable	

Main purpose of the role

The purpose of the role is to provide strategic leadership and management to ensure successful delivery of the UKRI Future Leaders Fellowship project on Gender Inclusive Climate Change Governance (GENCGOV). The project is a multi-country study involving external partners from Kenya, South Africa, Nigeria, and the United Kingdom collaborating to advance knowledge about the impact of climate change on women and girls and drive policy changes to strengthen women's agency in the climate change governance process. Working with the Principal Investigator and other senior leaders, academics, professional service units as well as a wide range of external organisations, schools, colleges, professional bodies and industry partners, the role will develop and deliver a long term, sustainable plan for the success delivery of the project.

Main duties and responsibilities

1. Undertake project management of all aspects of the development and delivery of the Future Leaders Fellowship (FLF) Gender Inclusive Climate Change Governance (GENCGOV) research project, including achievement and administration of outputs in accordance with RE requirements.
2. Establish and administer governance structures for the project, including developing a robust programme-based protocols for compliance, risk management, finance, etc and working with the PI to prepare induction packs for core programme staff, advisory board and volunteers.
3. Support timely recruitment and onboarding activities of core programme staff, working closely with the HR Business Partner, Finance and the PI, and establish processes to ensure effective communication and delivery across the project case study countries (remote).
3. Maintain an overview of all project delivery, including liaison with finance to ensure regular reporting and proper recording and mapping of the budget spend in line with project deliverables and liaison with external partners and collaborators, anticipating and resolving risk, for example the impact of any difficulties in achieving stated outcomes.
4. Work collaboratively with the PI to organise travel, procurement, and other budgetary expenses as well as training and development activities for the core overseas research project team.

5. Ensure effective delivery and co-ordination of the research activities and streamline with the FLF project's delivery, and devise and update the research project plan on a regular basis, reporting any changes to the PI and advisory board.
6. Work with the university's legal and governance teams, ensuring effective collaboration and reporting, with oversight of project reports from overseas partners.
7. Lead on the development and implementation of a GENCGOV evaluation strategy and plan and engage effectively communicate with the PI on risks, deadlines and matters relating to governance/protocols from UKRI.
8. Maintain excellent communication links and liaise with internal and external project partners and stakeholders to secure buy-in and sustainability of activity to drive and achieve the research goals.
9. Maintain and develop project support systems to ensure effective management of information, including quantitative and qualitative monitoring and evaluation data.
10. Manage project finances in consultation with the University's contracting team.
11. Monitor the delivery of the project goals against agreed outputs, milestones and outcomes, preparing regular reports for RE and the International Advisory Board.
12. Act as line manager for the GENCGOV Research Administrator and as second-line of support for overseas project staff, including conducting regular 1-1 meetings, providing feedback, performance management, and setting goals, targets, and expectations.
13. Manage and support advisory board meetings, working closely with the PI as necessary.
14. Work with the university marketing and comms teams and overseas partners to ensure effective comms for project activities/deliverables as needed.
15. To undertake any other duties as commensurate with the grade and nature of the post.