Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

Vacancy reference	13771
Job title:	ERDF Project Manager
Reports to:	KMi Business Development Manager
Salary:	Ranging from £32,004 to £38,183
Terms and conditions:	Full time Academic-Related Staff
Grade	GR7
Duration of post:	Until 30 June 2019
Working hours:	37 hours per week (full time, Monday to Friday)
Location:	Milton Keynes
Closing date:	5pm on 27 July 2017
Type of application form accepted:	Standard or Accessible version (plus CV & covering letter)
Number of referees required:	Three
Unit recruitment contact:	Ortenz Rose

2. Summary of duties

KMi seeks an experienced Project Manager to lead the delivery management of two projects funded by the European Regional Development Fund (ERDF): **ICT Escalator** and **CityLabs**. Working with our project partners and SME's within the SEMLEP Region, these projects will utilise and enhance the research and innovation infrastructure present in Milton Keynes, thanks to the large investment brought in through the £18m MK:Smart project (www.mksmart.org).

With the unprecedented growth in digital platforms and the increasing need to derive value from data, SME's need to be fully equipped to deal with the opportunities and challenges that lie ahead.

ICT Escalator:

ICT Escalator (led by the University of Bedfordshire) delivers specialist support to develop digital capability so that SME's can make full use of high speed connectivity to the internet, build on existing business opportunities and create new innovative digital applications, platforms and services. KMi will be responsible for supporting the development of 15-20 "Data Hungry" SMEs over a two-year period. To do this we will outline the benefits and opportunities of the MK Data Hub and support SME engagement with workshops, presentations and 1-1 interventions to identify needs and prototype solutions as well as providing funding mechanisms for innovation.

CityLabs:

The main objective of CityLabs will be to enhance the research and innovation infrastructure already present in Milton Keynes. On top of this, KMi will implement an advanced programme of innovation support and training for SME's, which aims to address the existing limitations in the ability of SMEs to exploit the potential of big data and bring innovative solutions to market. KMi will support 20 SMEs in this 2 year project.

JOB DESCRIPTION

You will divide your time 50:50 between these two complementary projects, delivering excellent project management and value to all stakeholders. You will plan project activity and reporting, seek and gather information from stakeholders for analysis and report.

You will work with the academic lead to coordinate the project delivery teams and engage with SME clients to ensure a high degree of support and contract compliance as well as effective use of time and resources.

You will be responsible for supporting the triage mechanisms for identifying SME beneficiaries, and managing the oversight of the programme of SME support and interventions.

You will have full responsibility for the accurate and timely delivery of project reports, including the management of OU and delivery partner timesheets and declarations of activities in accordance with the reporting rules and mechanisms of the EU. You will collate and present management information and reports to funders, including financial information, targets and other related information.

You will contribute to the communications activities of the projects and have some management of social media channels and events management for SME awareness and engagement activity.

You will have line management of the Project Administrator and be expected to assign clear and concise tasks to this individual, as well as manage their delivery of these tasks to ensure adherence to reporting requirements.

You will agree your tasks, activities and outcomes with your line manager according to the project needs and be expected to undertake these in a timely manner, working to agreed deadlines.

3. Person specification

Requirements   (E = Essential/ D = Desirable)

Education, qualifications and training

A degree and a formal project management qualification.

You will have proven and substantial experience of project management in a technical environment.

Knowledge, work and other relevant experience

Essential:	• Proven ability to lead in a project environment – with examples of multi-party, high value projects, where you have managed internal staff and external delivery partners; • Computer literate and able to work with all Microsoft Office 365 tools, including the building, management and interpretation of spreadsheets; • Experience of line management of staff in projects; • Scoping project requirements with key stakeholders and setting expectations; • Developing appropriate documentation and approval mechanisms with donors and partners; • Developing, maintaining and progressing project plans within scope, ensuring that the project keeps to schedule and within budget; • Experience of managing project budgets upwards of £1million; • Good knowledge of project management methodology.
Desirable:	• Qualification in project management or business management; • An understanding of data-driven applications and their place in a connected / smart city; • Management experience outside of the HEI sector; • Proven track record in EU-funded projects; • Proven track record in outreach project delivery; • Proven track record in business engagement; • Membership of business networks in the SEMLEP region.

Personal abilities and qualities

Essential:	• Ability to communicate clearly and effectively at all levels; • Attention to detail; • Excellent interpersonal skills in dealing with staff and clients; • A demonstrable interest in new technologies; • Ability to travel in region as required; • Proactive problem solver who works on their own initiative.
Desirable:	• Understanding of digital economy.

4. Role specific requirements e.g. Shift working

n/a

5. About the unit/department

Faculty of Science, Technology, Engineering & Mathematics

The newly formed Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute (distinct research institute)
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

"We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow's challenges"

The Knowledge Media Institute (KMi) of the UK's Open University is a highly successful interdisciplinary research centre founded at The Open University in 1995, and located in attractive premises at The Open University's main campus in Milton Keynes, UK. We offer a stimulating environment, widely acknowledged to be at the leading edge of research and development, particularly in Semantic Technologies, Human Computer Interaction, New Media and Information Retrieval. The style, impact and content of our work can be seen at http://kmi.open.ac.uk/

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Alan Fletcher on +44 (0)1908 654511 or email: alan.fletcher@open.ac.uk

If you have any questions regarding the application process please contact Ortenz Rose on +44 (0)1908 654774 or email: ortenz.rose@open.ac.uk

7. The application process and where to send completed applications

Please ensure that your application reaches the University by:	27 July 2017
Post it to:	Ortenz Rose

Name/Job title:	KMi Senior Co-ordinator - Staffing & Recruitment
Department/Unit:	The Knowledge Media Institute (STEM)
Address:	The Open University, Walton Hall, MILTON KEYNES. Bucks
Post Code:	MK7 6AA
Or e-mail your application to:	kmi-recruitment@open.ac.uk

8. Selection process and date of interview

The interview panel will be chaired by:	Alan Fletcher - Business Development Manager, KMi
The other members of the interview panel will be:	'to be advised' 'to be advised'
The interviews will take place on:	1st - 2nd August 2017
The selection process for this post will include:	• A review of applications by the interview panel; • A short presentation to the panel on the role of the project manager; • A formal interview. Please ensure you complete all relevant sections of the application form. You are required to include a curriculum vitae; however **any CVs submitted without a completed application for employment form will not be accepted**.

	We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates. Applications received after the closing date will not be accepted.