

Candidate Information

Position:	Project Manager (Race Equality Charter) - 0.6 FTE
School/Department:	Gender Initiative (Registrar's)
Reference:	20/108504
Closing Date:	Monday 7 December 2020
Salary:	£41,526 - £51,034 per annum (pro rata).
Anticipated Interview Date:	Thursday 17 and Friday 18 December 2020.
Duration:	Available until 1 November 2023 on a part-time basis (0.6FTE).

JOB PURPOSE:

The successful applicant will be primarily responsible for developing, managing and implementing Queen's Institutional REC Award application and action plan. The post holder will also be responsible for supporting institution-wide activities including diagnostic, training, sharing and celebratory activities. The post holder will run the REC project on a day to day basis, delivering key objectives within agreed timings and budget.

The post holder reports directly to the REC Academic Lead for and will work within the QGI and Athena SWAN team.

Whilst previous experience of REC is not required, a demonstrable commitment to its values and goals is essential.

MAJOR DUTIES:

1. To project manage all aspects of the institutional REC agenda including developing and implementing a project plan, detailed charter application document and related action plan.
2. To support the institutional understanding of REC by collating, analysing and interpreting complex management information (from various stakeholders, datasets and University groups) to contribute towards the development of appropriate policies and to support decision making in the context of the institutional REC award submission.
3. To play a leading role in developing an effective communication strategy for the REC project and in developing a programme of appropriate activities over the next three years. Such activities – with both internal and external audiences and participants – should raise awareness of REC and the University's commitment to race equality and to promoting/supporting the careers of BAME students, researchers, academics and professional support staff.
4. To lead, monitor and maintain progress of project plans to ensure delivery of the key stages and goals within the agreed constraints of time, cost and quality.
5. To monitor and report progress to the REC Academic Lead and the University Executive Board Director of the REC Initiative against project plans and delivery of objectives.
6. To develop new project management systems and templates to assist the REC project with effective documentation and files.
7. To determine current and emerging statutory and legal compliance obligations through liaising with government departments or agencies and statutory bodies.
8. Development of a thorough understanding of Advance HE's requirements in respect of data and narrative presentation in successful REC Award applications.
9. To communicate and consult effectively with key internal and external stakeholders at key milestones within the project.
10. Any other duties that fall within the ambit of the post.
11. Work pattern for this role to be agreed with the line manager.

Planning and Organising:

1. To manage tasks to ensure completion within project timeframes.
2. To track progress against schedules to ensure the REC Award application is developed within agreed parameters.
3. To assess and manage risks, issues and associated mitigation options and plans.
4. To plan and organise own work, where applicable.

5. To develop appropriate governance structures and organise appropriate meetings, developing agendas and ensuring appropriate minutes of meetings are taken etc.
6. To develop and maintain a REC website and related social media

Resource Management Responsibilities:

1. To ensure any allocated resources – both human and financial - are used in accordance with agreed parameters with the Academic Lead and other stakeholders.
2. To coordinate with the QGI and SWAN teams to maximise impact of EDI agendas and make best use of shared resourcing – for example with the Data Analyst.
3. To manage overall project budget and ensure the physical resources available to projects are adequate and are properly utilised.

Internal and External Relationships:

1. To work in conjunction with the Academic Lead, meeting regularly to report and discuss progress and to provide and receive advice/direction.
2. To attend a wide range of internal meetings with senior management including the Director and with colleagues including Queen's Gender Initiative, Athena SWAN team, colleagues from Schools and Directorates including but not limited to Marketing/Communications and People and Culture.
3. To communicate with and seek to influence key stakeholders across the University, at a range of levels including senior colleagues.
4. To report progress through any other designated University groups and committees as agreed (University Operating Board, Standing Committee and Senate etc.).
5. To meet as required with any relevant project teams, subgroups, Faculty Executive Boards or other groups as required to discuss progress and give status updates.
6. To develop relationships with senior academic and professional services staff including external REC leads from UK and Irish Universities.
7. To liaise with Advance HE to ensure the institutional submission is consistent with REC award requirements.

ESSENTIAL CRITERIA:

1. A primary degree in a relevant area.
2. Minimum of 4 years' recent relevant experience in a project management role, with evidence of successfully delivering complex projects at organisational level, that delivered objectives on time and within budget.
3. Relevant experience of leading a significant project that impacted/introduced new organisational policies.
4. Experience in professional use of social media platforms.
5. Demonstrable knowledge of race equality in the Northern Ireland context.
6. Excellent report writing skills with evidenced ability of experience writing persuasive business case proposals, responses to tender specifications and/or corporate communications. This might encompass experience writing corporate plans, strategies and marketing proposals, etc.
7. Evidence of ability to analyse complex information that will then be delivered to a range of audiences.
8. Evidence of building and developing relationships with a wide range of internal and external stakeholders as evidenced by excellent interpersonal and communications skills.
9. Evidence of ability to present complex information to a range of audiences.
10. Evidence of ability to influence others, including senior management.
11. Commitment to values and policies of equality policies, especially within race equality, with credible track record of work that has made an impact in EDI contexts.
12. Excellent planning and analytical skills, with the ability to bring a creative and flexible approach to resolving problems.
13. Evidence of ability to work in a leadership role as part of a multi-disciplinary team at organisational level and to independently exercise initiative.
14. Capacity to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Relevant postgraduate qualification.
2. Relevant experience of working in the Higher Education sector.
3. Relevant experience of developing EDI policies and projects at organisational level.
4. Relevant experience of developing and leading race equality initiatives.

5. Relevant experience of writing corporate plans and strategies.
6. Relevant experience of writing marketing proposals.
7. Experience in website development and maintenance.