



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Job Description

Comp ID:	036797
Job Title:	Horizon Europe Strategic Project Coordination Manager
School/Department:	CRANN
Job Category and Level:	Administrative; Professional

The Purpose of the Role

The Advanced Materials and BioEngineering Research (AMBER) Centre seeks to appoint a Horizon Europe (HEU) Strategic Project Coordination Manager (SPCM) to join its successful multidisciplinary team of professionals. This role will entail managing European Commission funded projects which are being coordinated by AMBER Principal Investigators (PI's). It is expected that they will manage a portfolio of several projects at the same time.

This role will be embedded within the team of professional staff at the SFI funded AMBER research centre specifically within the Non-Exchequer/Non-Commercial (NENC) funding team. Although the role-holder will work as part of a team, they will have responsibility for coordination and management of European Commission (EC) funded projects in conjunction with the relevant Principal Investigator project coordinator. The role-holder will work as part of the Non-Exchequer, Non-Commercial funding team with responsibility for delivering AMBER's NENC funding strategy through implementation support of funded projects won by our world leading academics, together with university partners and national and international funding agencies.

The SPCM will be responsible for strategic project management of a portfolio of large-scale HEU projects with the PI Project Coordinators. The post holder will oversee the collaboration and management of complex multi-disciplinary projects and provide project management support for partner research teams to deliver the project deliverables and strategic research collaboration objectives. Each of the multi-million-euro projects involved vary in size, typically involving 5 to 10 academic/industry and other partners from across Europe.

With the Project Coordinators, the post holder will ensure effective communication with the European Commission Project Officers, project partners and the wider stakeholder groupings. The SPCM will report directly to the Project Coordinators and the project steering committees and will have operational responsibilities including HR, personnel, financial management, operations, and

intellectual property and managing relationships with project partners, EC and internally within TCD. The SPCM will be heavily involved in long-term strategic planning of project outputs.

Main Responsibilities

The role-holder will project manage several large programmes of research concurrently, with responsibility for both strategic oversight and the day-to-day running of the projects, including but not limited to:

Leadership

- Provide direct project management support to the HEU project coordinators and assist project partners on project activities.
- Report directly to the European Commission on project activities and deliverables. The successful candidate will be the point of contact for all project operational activity including partner management/technical teams, European Commission Project Officer and external stakeholders.
- Operational management of project budgets and assigned resources allocations.
- Coordinate across project teams to liaise with TCD's internal departments, (incl. Finance, Procurement, Technology Transfer Office, Communications etc.) supporting the Principal Investigators (PI) and enabling them to deliver on the HEU project deliverables.
- Lead Principal Investigator through project initiation stages including grant agreement preparation with the European Commission and project partners.
- Lead Principal Investigators through the administration of account set up and close out

Strategy

- Develop and implement project exploitation and dissemination strategies in collaboration with relevant project partners.
- Prepare the non-scientific elements of EC reports required by TCD and be responsible for ensuring their accuracy and timely submission.
- Support the project coordinating PIs with identifying and exploiting new initiatives and opportunities.
- Be responsible for the coordination, planning and implementation of project launch, consortia meetings *etc.* and other events as when necessary.
- Provide input to European funding proposals being prepared by the AMBER NENC team.

Financial Control

- Have overall responsibility for the financial management of the projects, controlling multiple budgets with ranges of approximately €1 – 15M over the duration of the projects. Coordinate TCD's budget and monitor project partner budget reporting. Knowledge of the HEU reporting process is essential.
 - Prepare interim and final European Commission reports, ensuring EU guidelines are followed, management of TCD audits that may be requested, providing financial analysis that is regularly requested from funding agencies, forecasting of expenditures, and negotiating project amendments/redistribution of funds when appropriate and remodelling of budgets when necessary.
-

Operations Management

- Assume overall responsibility for the efficient day-to-day running of all aspects of the assigned projects.
- Preparation, submission, negotiation, and monitoring of scientific, technical, economical, and corporate reports.
- Financial and administrative management and follow up of the Project at the institutional and European level, including creating and managing schedules, resources and budgets
- Creation and maintenance of project documentation and processes in line with best practice.
- Human resource management, including the recording of data, ensuring GDPR compliance.
- Management of internal and external communications, including the dissemination and outreach of project activities and communicating project progress, information and outputs.
- Working with the PIs to prioritise and maximise resource and time usage across multiple projects.
- Working with the project teams, facilitating in areas such as:
 - Identifying and assessing problems and aid the team in solving them;
 - Removing obstacles that affect the team and smooth running of the projects.
- Have close collaboration with the project partners, and as such will have an understanding of the challenges of research as well as the wider challenges of running a large collaborative HEU project.
- Responsible for implementing the appropriate governance structure for the project and attend consortia and steering committee meetings.
- Managing the recruitment process of the Trinity project team.
- Oversight and tracking of IPR management, reporting and exploitation activities (in conjunction with relevant TTOs, other stakeholders and exploitation partner (if relevant)), liaising with the EU IPR Helpdesk as needed.
- Responsibility for ensuring compliance with open science practices and maintenance/delivery of the data management plan.
- Managing project risks, unforeseen challenges, and quality review processes, ensuring they are addressed and managed in a timely way.
- Coordination and preparation of legal agreements in partnership with the university contracts office/legal department.
- Responding to complaints and resolving problems within the consortium in the event of escalation.
- Managing the ethics review process.
- Work together with HR Office and CRANN Finance (and relevant offices within partner schools) to ensure best practice in College finance and HR practices are adhered to.

General

- Represent AMBER and the NENC team as required at meetings and events.
 - Any other duties that arise from time to time as directed by the line manager or Principal Investigator at the project level.
-

Person Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications

- The candidate must have a degree or higher in a relevant discipline.
- Research project management experience (essential) with a recognised project management qualification an advantage.

Knowledge

- Knowledge of European Commission project management and reporting requirements including aspects such as dissemination, communication and exploitation, open science and data management and ethics – essential.
- Working knowledge of Microsoft Office, e-mail, and the web – essential.
- Knowledge of the structure of AMBER within the university context.
- Knowledge of the European funding ecosystem.

Experience

- Minimum of 5-7 years' experience in administration or project management across a series of progressively more complex roles.
- At least 3 years' experience of managing / co-ordinating large research projects, or work related to EU programmes.
- Experience of managing and/or coordinating productive partner relationships or projects across academia and enterprise/other sectors (essential).
- Experience in the management of European Commission funded projects and use of European reporting tools and platforms (essential).
- Experience of hosting and running consortium meetings (Essential).

Skills

- Ability to manage competing priorities and maintain high level of professionalism when working under pressure.
- Strong networking and consultative skills, with an ability to grow relationships based on delivering value to all customers.
- Excellent IT skills including substantial experience with MS Office products, social media, web development tools such as Wordpress, DreamWeaver etc. Familiarity with remote working and project management tools such as Zoom, Teams and Slack an advantage.

- Excellent interpersonal, communication and presentation skills – both written and verbal; interacts well with individuals and groups. The candidate must be able to use varied methods of communication and maintain clear lines of communication with various internal and external stakeholders.
- Ability to confidently direct and chair a group/consortium meeting with project partners, in consultation with the Principal Investigator coordinator.
- Excellent analytical skills - can identify a problem/risk and propose solutions to multi- faceted problems.
- Ability to work flexibly and effectively as part of a team and to engage with multi-disciplinary stakeholders, both in person and remotely.
- The ability to identify long-term solutions to a problem using knowledge and experience.
- Willingness to travel nationally and internationally consistent with demands of the role and must have a valid passport.
- Flexibility around busy times (after hours working may occasionally be required).

Personal attributes

The role-holder will:

- Demonstrate an energetic, self-motivated and resourceful approach, with the ability and willingness to work both independently and within in a team in an evolving and dynamic work environment.
- Demonstrate discretion and a professional approach to all activities, seeing all tasks through to completion.
- Show a consistently high degree of personal responsibility and conscientiousness; the ability to use judgment and initiative to deal with daily unforeseen problems and circumstances, with limited guidance.

Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	Decision-making	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	Achieves Results	Delivers results by setting direction, planning, executing and evaluating impact.