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| Last updated: | November 2024 |

**JOB DESCRIPTION**

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| Post title: | **Project Manager** |
| School/Department: | WorldPop, School of Geography and Environmental Science  |
| Faculty: | Faculty of Environmental and Life Sciences  |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a |
| Posts responsible to: | FuturePop Project Lead |
| Posts responsible for: |  |
| Post base: | Office-based |

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| Job purpose |
| * To project manage the delivery of FuturePop, a 7-year grant funded by Wellcome Trust, delivered in in partnership with University of Bristol, internal and external stakeholders, and to implement the project successfully within agreed timescales.
* To work in partnership with WorldPop’s Senior Leadership Team and the Portfolio Management Office (PMO) to design and implement governance and portfolio management processes and to drive decision-making in support of project planning and delivery.
* To serve as Subject Matter Expert for project management at WorldPop.
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| Key accountabilities/primary responsibilities | % Time |
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|  | Responsible for the delivery of Project Management workstreams as agreed with Work Package & Project Lead: * Manage project resources, finances, procurements, and benefits to deliver successfully within the agreed timescales, while ensuring adherence to funder guidelines.
* With work package & project leads, lead on planning and scheduling of project activities and resources, defining project deliverables, project tasks, resource requirements; take responsibility for project plans, roadmaps, risk analysis and benefits realisation.
* Monitor project progress against timelines and resource utilization.
* Identify and capture project impact.
* Use specialist knowledge to manage project priorities, tolerances, and escalations in line with the governance framework.
 | 50% |
|  | In liaison with WorldPop’s Finance Manager and Portfolio Manager, review project expenditure statements quarterly. Advise on resource planning to ensure that the budget and allocation of resources are effectively and appropriately managed, within University and funder regulations.  | 10% |
|  | Produce timely project and group-level management information to visualise project progress, milestones, and risks. Create and update Worktribe project and contract records. Ensure project documentation, including project and risk logs, is up to date. Lead on the production of progress and final reports to funders, including Pure and Researchfish submissions.  | 20% |
|  | Serve as Subject Matter Expert on project management for WorldPop. Contribute to continual improvement of project and portfolio management processes for other WorldPop projects.  | 10% |
|  | Collate project management information to support strategic decision-making and investment.  | 5% |
|  | Any other duties that fall within the scope of the post, as allocated by the project team, following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * The post holder will be expected to work as part of the project team of researchers, enterprise fellows, geospatial data experts, GIS technicians, and Project and Portfolio Management Office staff. In addition, strong relationships will need to be fostered with colleagues across collaborating and funding organisations such as the Wellcome Trust at various stages of project lifecycle.
* The post holder will be an integral member of the PMO, expected to work closely with WorldPop’s finance manager, faculty and professional services teams as required for effective delivery of the projects.
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| Special Requirements |
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| * The post holder will need to be able to operate confidently and productively with minimal supervision; a high degree of independence is required.
* The post requires flexible working patterns to manage and respond professionally to deadlines.
* You may be required to support in-country engagements and therefore must be willing to travel.
* To maintain the relevant level of professional expertise and qualifications to discharge the duties and to agree with the Portfolio Manager and Line Manager on a relevant professional development programme.
* Flexibility is possible for hybrid and/or reduced hours working
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge, and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or professional qualification.Proven project management skills to include:* knowledge of both theoretical and practical aspects of project management
* Knowledge of project management techniques and tools

Direct work experience in research or international development project management capacity.Understanding of portfolio management principles and experience working in portfolio/programme management setting.Proven people management skills. | PRINCE2 foundation or practitioner qualifications.Experience of other project management methodologies, e.g. Agile. Experience of using project management visualisation tools.Experience of managing annual Researchfish submissions.Experience in a similar role within Higher Education and familiarity with University’s systems and processes.Demonstrate commitment to maintaining professional knowledge and awareness through continuing personal and professional development. | CV & Interview |
| Planning and organising | Able to successfully deliver complex and initially ambiguous projects.Able to plan, organise and prioritise individual and/or team activity with an appreciation of longer-term issues, ensuring plans complement and feed into broader operational plans.Able to effectively control multiple teams on multiple activity streams.Thoroughness, accuracy, and attention to detail. | Understanding of the standard stages required to deliver projects involving multiple stakeholders. | CV & Interview |
| Problem solving and initiative | Able to apply project management, technical experience and awareness to drive project delivery. Able to identify programme/project requirements and apply a methodical approach to meeting them.Able to apply originality in modifying existing approaches to solve problems.Professional, calm, and clear-thinking under pressure. |  | CV & Interview |
| Management and teamwork | Able to define and agree packages of work with project teams to deliver against project plans.Able to understand the strengths and weaknesses of team members to build effective teamwork.Able to proactively work with colleagues in other work areas to achieve outcomes.Strong team player. | Experience of Matrix Management environments.Experience working in a portfolio setting. | CV & Interview |
| Communicating and influencing | Excellent verbal and written skills and the ability to influence and negotiate successfully across different functional boundaries and with staff at various levels.High level of written and verbal communication skills including the ability to present complex information in a concise and user-friendly way.Able to resolve tensions and difficulties as they arise.Experience of working pro-actively and in partnership with colleagues across an organisation to achieve outcomes. |  | CV & Interview |
| Other skills and behaviours | Self-sufficient, able to work with minimal guidance to deliver results.Able to use Microsoft Office applications with confidence. Experience of creating Gantt charts, shared calendars.Willing to take advantage of technology to increase productivity.Flexible and open to change yet with the ability to prioritise and focus on delivery.Confidence, experience, and skills to take initiative, but know when to refer queries upwards.Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the university.Able to demonstrate alignment with the University’s core values in all areas of work, and champion those behaviours in the group. | Experience of logistical frameworks for reporting | CV & Interview |
| Special requirements | Some out of hours working may occasionally be required to respond to business-critical deadlines and international travel. |  | CV & Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [x]  Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |