

University Alliance Job Description

Post title: Project Manager DTA3 (MSCA COFUND)
Responsible to: Head of Doctoral Training
Responsible for: Programme Administrator

Main purpose of the job

The role will have lead responsibility for the delivery of the final phase of the MSCA COFUND [DTA3 programme](#) - a structured doctoral training programme funded by the European Commission (EC) that supports doctoral researchers across 15 UK universities - including reporting, dissemination of outcomes and monitoring and evaluation of the programme. The role will provide project management leadership on aspects of programme delivery and evaluation.

Responsibilities and duties:

- Lead on the delivery, progress and final reporting of the MSCA DTA3 programme, on time and on budget;
- Manage the coordination of operations and day-to-day oversight and delivery of the final phase of the MSCA DTA3 programme in accordance with the EC Grant Agreement;
- Act as main point of contact with the EC on all matters including progress, financial and contractual reporting matters;
- Work with senior academic and administrative colleagues across multiple universities to ensure monitoring, reporting, budget management and contractual management across partners of the MSCA DTA3 programme is managed effectively;
- Oversee new DTA/DTA3 website development project and dissemination activities;
- Provide regular updates to relevant DTA3 governance groups on the activity of the programme;
- Delegate appropriate DTA3 administrative tasks to Programmes Administrator for completion, providing oversight support as required;
- Undertake a range of other appropriate tasks as directed by the Head of Doctoral Training.

Responsibility for budgets:

- Responsible for financial reporting to the EC and supporting budget activities

Relationships/contacts

Internal: Staff across the organisation all levels.

External: Staff at all levels within our member universities, the European Commission and individuals and businesses where appropriate.

This document outlines the main duties required, for the time being, of the post-entitled Project Manager DTA3 to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and we may vary duties, from time to time, which do not change the general character of the job, or the level of responsibility entailed.

Terms and Conditions:

Starting salary: £45,000 per annum

FTE: Full-time (working 37.5 hours per week)

Duration of Contract: Fixed term contract to 28th June 2024

Probation period: 6 months

Annual leave: 25 days (pro rata for part-time) plus standard public holidays and additional concessionary days including the closure of our office between Christmas and New Year (pro rata for part-time).

Other benefits include flexible working practices, health and wellbeing fund, pension scheme and life cover.

Principal location of work:

University Alliance operates an agile working model where staff have the option to work most of the week remotely with access to a Central London 'touchdown' space on one of the campuses of our member universities (Coventry University's London campus) for times when physical presence is required or preferred for performing job roles. This is subject to change depending on government guidelines relating to the pandemic. Travel to University Alliance Central London touchdown space (office) is at the employee's own expense

The *touchdown space is a modern, secure, bright, roomy shared space for the use of Coventry University's student alumni and enterprise students. The space is not a traditional office space, it operates a clear desk space with Wi-Fi and access to printing facilities and its primary use is for collaborative working with colleagues across the organisation. We also have access to a room booking system for meetings and tea and coffee making facilities.

Application process:

To apply, please review the job description and apply via an email with the subject line: **Project Manager DTA3 (MSCA COFUND)** to info@unialliance.ac.uk

- 1) An up-to-date CV of no more than two sides of A4.

- 2) A covering letter of no more than two sides of A4 addressing why you are interested in working for University Alliance and how your knowledge, skills and experience meets the requirements of the role.

Please also mention where you saw the job advertised.

Closing date: 11.59pm Sunday 15th January 2023

Interview date: Interviews via MS Teams
First interview W/c 23 January 2023

The selection process will include an interview and a task confirmed on invitation to interview.

We reserve the right to close the vacancy prior to the closing date. If you have not heard from us within 28 days of the closing date, please consider that you have not been successful at shortlisting stage.

University Alliance values diversity and is an equal opportunities employer. We actively encourage applications from people from diverse backgrounds.

Right to work in the UK

If you are successful in your application, you will be required to demonstrate your right to work in the UK. The latest information about your right to work in the UK is available on the UK government website [here](#)

University Alliance is unable to sponsor candidates.

Person Specification

Specification	Essential	Desirable
Education/ Training	Recognised project management qualification	
Experience	<ul style="list-style-type: none"> • Solid experience of successfully managing projects within agreed timescales and budget. • Proven experience of evaluation and monitoring of projects • Proven project management experience 	Experience servicing committees and/or boards Experience of website development
Skills/aptitude	<ul style="list-style-type: none"> • Excellent administrative, finance and organisational skills 	

Specification	Essential	Desirable
	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office 365 applications including strong Excel skills • Experience of using video conferencing such as MS Teams, Zoom 	
Personal qualities	<ul style="list-style-type: none"> • Ability to build and maintain strong working relationships with a broad range of stakeholders • Professional working ethic and a commitment to high standards • Highly organised with a natural ability to multi-task, prioritise workload and deliver to deadlines • Ability to work independently and proactively as well as part of a small, inclusive team 	Knowledge and interest in the higher education sector
Other	Willingness to travel to attend meetings and events as required	A willingness to undertake further training and development