



**Job Description**

Job Title:	Project Manager
Department:	Centre for SME Development, Lancashire School of Business & Enterprise
Grade:	H
Responsible to:	Director, Centre for SME Development
Responsible for:	The Transmission project team

**Job Purpose:**

Transmission is a project aimed at developing the internal capability of SMEs by creatively developing their leadership and management capabilities in order to stimulate innovation and growth. The programme of activity will be broadly targeted at the Advanced Engineering and Manufacturing and Creative and Digital sectors. This high-value project provides multi-faceted support by bringing these sectors together to create advanced experiential leadership, management development and business growth with the aim of creating impactful multi-disciplinary peer learning communities.

The Project Manager (PM) will have operational responsibility including the co-ordination of staff activity and budget monitoring of the programme. The PM will work closely with the business development officer to recruit SMEs onto the programme and promote the activity through appropriate channels across Lancashire. The PM will work closely with key academic staff across the university to ensure the design of the programme of events meets the needs of the SMEs. The PM will work with the project co-ordinator to respond effectively to the needs of the SMEs and ensure that project outputs are met.

The PM will also manage key relationships such as with Lancashire County Council to ensure this project aligns with the Boost initiative and to access SMEs and to support and deliver joint events

This post is part funded by ERDF.

**Main Duties and Responsibilities:**

- To drive the recruitment of appropriate SMEs onto Transmission targeting the Advanced Engineering and Manufacturing and Creative and Digital sectors
- To project manage all aspects of the Transmission project including; marketing and recruitment, overseeing and co-ordinating delivery, attending relevant networking events to promote the project and develop key relationships
- Responsibility for the budget and financial auditing
- To represent UCLan on forums and meetings concerning the governance of the overall project and ensure the project aligns with other key initiatives such as Boost.
- To provide leadership to the project team in terms of designing and delivering deliver a bespoke programme relevant to the needs of the SMEs recruited
- To manage the UCLan relationship with these SMEs and to ensure the highest levels of customer satisfaction
- To report on project performance to the Director of the Centre for SME Development / Director of Innovation and Enterprise. To complete quarterly ERDF progress monitoring reports for lead partners and DCLG.



- To ensure adherence to processes in place to effectively manage the University's relationship with all SMEs, identifying opportunities for further collaboration.
- To ensure adherence to processes in place to effectively manage SME client caseload in line with contractual outcomes stipulated in the project application.
- To ensure all client activity is recorded to ERDF regulatory standards, and supervise all other project staff to ensure compliance with ERDF regulations.
- To oversee and actively contribute to evaluation activity by measuring and securing positive outputs and composing case studies.
- To be responsible for the gathering of match funding appropriate to the project
- To manage and co-ordinate the day-to-day activity of staff involved in delivery of the project
- To input into the development and delivery of the strategy for SME engagement within the College of Business, Law and Social Studies
- Any other duties at the same level of responsibility as may be deemed necessary by the Director of the Centre for SME Development

Signature:

--

Closing Date:

--



**Person Specification**

Job Title:	Project Manager
Department:	Centre for SME Development, Lancashire School of Business & Enterprise
Grade:	H

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured By</b>
Work Experience	<ul style="list-style-type: none"> <li>• A significant period of time working in a business development/ project management role.</li> <li>• Experience of managing a team.</li> <li>• Experience of managing relationships with partner organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with SMEs in either the creative and digital sector or advanced engineering and manufacturing.</li> <li>• Experience of working with SMEs through a HE environment</li> <li>• Experience of monitoring project expenditure and budgets</li> </ul>	Application form Interview
Education/Qualifications	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>	Relevant professional or postgraduate qualification	Application form Interview
Skills/Abilities	<ul style="list-style-type: none"> <li>• Awareness of the skills needed within an SME to drive growth and innovation</li> <li>• Excellent verbal and written communication skills</li> <li>• Negotiating skills including tact and diplomacy when working with partners and customers</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of ERDF funding</li> <li>• Knowledge of the workings of the HE sector</li> </ul>	Application form Interview



**European Union**

European Regional  
Development Fund



Personal Details

- Excellent interpersonal skills
- Ability to deal and work with people of all levels
- Ability to translate the HE resource into business solutions
- Good administration skills
- Ability to travel regularly to undertake the requirements of the role
- An understanding of and demonstrable commitment to the University's Values of Common Sense, Compassion, Teamwork, Attention to Detail, and Trust as a framework for decisions, actions and behaviours

- Presentation skills
- Flexibility in approach to work
- Ability to travel/work out of hours

Application  
form  
Interview