

Job Description

Name

Job title PROJECT MANAGER

Business/Cost Centre Research

Line Manager Associate / Director

Role

To manage programmes of research and information projects from inception to completion, to promote the dissemination of results, and to represent or otherwise serve the needs of CIRIA and its members, project funders, Programme Advisory and other committees in whatever ways will enhance CIRIA's reputation and capabilities.

Responsibilities

1. CIRIA committees

To administer (as Secretary) and/or report to (as agent), the Advisory Panel, Theme Groups and/or Special Interest Groups facilitating their direction of the CIRIA research project programme.

2. Programme development

To maintain an understanding of problems, developments and research in the relevant sector of the industry.

To contribute to the development of the Research Group Plan(s) and/or Theme Plan(s) as part of the CIRIA Corporate Plan.

In accordance with the relevant Plan(s), to develop the programme or portfolio of project proposals, including their business plans, from outline ideas to cases for support by funders.

To attract funding and put in place such other support and resources as are needed to enable projects to proceed.

3. Project management and delivery

To procure project contracts, by authorised procedures, including the preparation of contract documents; and to oversee the administration of the contracts on behalf of CIRIA.

To supervise contractors and authors in relation to their obligations under contract to CIRIA; and to take action so that CIRIA fulfils its duties under contract.

To deliver in-house projects where relevant and appropriately linked to staff knowledge and skill sets.

To check that projects and their outputs satisfy their objectives and meet quality, cost and time targets and, as necessary, to instigate or take action to these ends.

4. Dissemination

To review project results and recommend how they should be made known to members and more widely.

To provide the outputs of projects in an agreed form to the Publishing team, and to assist them in preparing the material for publication.

To provide support, information or other material for CIRIA activities (and those of other organisations) which promote the dissemination of CIRIA's work.

5. Representation

To provide information about CIRIA, its projects, programmes and publications, for CIRIA and external news media.

To take part, by representation or service, in initiatives, whether of CIRIA or others, which are relevant to the furtherance of CIRIA's mission, research programmes and projects.

To respond to requests for information from members and non-members.

To represent the wider interests of CIRIA at all opportunities.

To communicate with other CIRIA staff any relevant information as it arises.

6. Other responsibilities

To plan, guide and supervise the work of other assigned staff including consultants and temporary staff.

To carry out or contribute to special initiatives or other tasks instructed by the assigned line manager.

To provide planning, budgeting, progress and other information as is called for by the management of CIRIA.

To contribute to the continuing improvement of CIRIA's methods of working and quality of output.

7. Duties: performance standards

Specific tasks and approved methods of working are covered by CIRIA procedures. Personal targets and performance standards are set and reviewed under the CIRIA appraisal system.

8. Other

To perform such other tasks as required/requested by management.

Core Competencies

1. Communication

- Written
- Spoken
- Presentational

2. Organisational

- Running meetings
- Work and time planning
- Project management
- Team-working
- Budgeting

3. Technical

- Knowledge of technical area
- Knowledge of industry sectors
- Strategic planning - basic knowledge
- Marketing - working knowledge

4. IT

- Word-processing - Word
- Spreadsheets - Excel
- Presentation – PowerPoint
- Database – Access
- E-mail and internet