

Job Description

Project Manager

Salary:	Grade 7
Contract:	Part time, fixed term
Location:	Canterbury Campus
Responsible to:	Professor Joy Y. Zhang
Job family:	Administrative, professional and managerial

Job purpose

We are seeking to recruit a Project Manager to contribute to the Wellcome-funded project, *Care-full Synthesis: Advancing Global Engagement on the Socio-Ethical Implications of Synthesising Human Genomes*. This project reframes public engagement from cataloguing stakeholder views to addressing the relational gaps that shape how publics and stakeholders engage with emerging science.

The successful candidate will work closely with Professor Joy Y. Zhang to deliver a wide range of responsibilities essential to the research project, taking a key role in supporting the project to help ensure successful and timely delivery against project objectives, and ensuring effective communication and coordination with external partners and research participants.

This role is based at the School of Social Sciences and the university-level research centre, the Centre for Global Science and Epistemic Justice (GSEJ). The School has been ranked 3rd in the UK for overall research quality, with 100% of its environment classified as world-leading in the latest Research Excellence Framework (REF 2021). GSEJ serves as a hub for transdisciplinary and international collaboration on major research programmes. It has co-hosted a G20 India-UK dialogue on science diplomacy, and its policy recommendations on global biodata governance were included in the formal Think 7 communiqué to the G7 presidency in 2024. The Centre currently hosts several socio-ethical research programmes on emerging life sciences, and their applications in biomedicine and agri-environmental sustainability.

Key accountabilities

The following are the main duties for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

- Effectively manage all aspects of project delivery, maintaining integrated project plans ensuring a consistent approach in line with University procedures and guidelines and monitoring each stage against the project plan to ensure timely delivery within time cost and quality constraints.
- Establish and maintain appropriate project level governance through the application of project control methods and tools, such as document management, change control, financial tracking, data analysis and resource planning. Producing regular project update reports to ensure the progress and effective identification of risks and issues to allow for effective decision making.
- Act as a point of contact for assigned projects, providing specialist advice and accurate and up to date information so that all those involved are kept informed. Proactively facilitating the resolution of project level issues and risks, escalating in a timely fashion, seeking an agreed resolution and making recommendations as appropriate.

- Manage stakeholder engagement throughout, ensuring required levels of involvement in and consultation on implementation, including effective communications and management of expectations.
- Monitor and manage the project's budget to ensure that the project is working within its set budget. This includes ensuring those who require it have access to accurate and up to date financial information and report the financial status of the project on a regular basis.
- Identify and make recommendations for improvements to contribute to the continuous improvement of projects and processes.

Key challenges and decisions

The following provide an overview of the most challenging or complex parts of the role and the degree of autonomy that exists.

- Manage a range of conflicting priorities and demands on time and resources, deciding how best to plan and manage own workload and those of others to ensure the best possible outcomes and to ensure an efficient, effective and robust service is provided in support of divisional/directorate objectives.
- Able to work independently and flexibly, the role holder will also need to work consultatively with others in order to succeed. They will need to achieve results through other people without necessarily using formal line management authority. They will therefore be expected to influence and matrix-manage across and up those who will be delivering different elements.
- Required to have an excellent understanding of the principles of project management and University specific procedures relating to projects in order to provide specialist advice.

Facts & figures

Size of core research team at Kent: 4 including the Project Manager.

Number of collaborators: approximately 10 different institutions and 5 external consultants.

This role does not have any direct line reports; it mainly manages the logistics of the project.

Internal & external relationships

Internal: Based at the Centre for Global Science and Epistemic Justice, a university-level, cross-disciplinary centre hosted by the School of Social Sciences, working closely with the PI, Professor Joy Y. Zhang, and two postdoctoral researchers.

External: Liaison with project managers, or their equivalents, across the Synthetic Human Genome programme at the University of Oxford, University of Cambridge, University of Manchester and Imperial College London, as well as with Care-full Synthesis's partner, [Sense about Science](#), and other civil society organisations worldwide (all communications will be conducted in English). Working closely with the research team to support collaboration with external partners and facilitate engagement with research participants.

Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends
- Ability to occasionally travel in a timely and efficient manner between campuses

Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application which back up any assertions made in relation to each criterion.

Essential Criteria:

- Educated to A Level or equivalent (A)
- Recognised Project Management qualification (eg PRINCE 2, APM) or part qualified or significant management experience in a similar role (A)
- Demonstrated experience in managing complex academic activities (A,I)
- Experience and proven ability to coordinate effectively with diverse external partners, as well as with various internal departments such as finance, human resources, and the research and innovation offices (A,I)
- Excellent verbal and written communication skills, with the ability to engage effectively and sensitively with a diverse audience (I)
- Proficiency in managing logistics, travel arrangements, and financial administration related to fieldwork and events, ensuring seamless project execution (A,I)
- Strong organisational skills and keen attention to detail, including proactive problem-solving—anticipating and resolving potential issues before they become obstacles—and effective time management, with the ability to prioritise tasks and manage competing deadlines efficiently (I)
- Evidence of effective teamwork (I)
- A professional work ethic and a flexible approach, with a willingness to occasionally work evenings and weekends to meet critical deadlines (I)
- A firm commitment to fostering a working and learning environment that is respectful, inclusive and values diversity, including diversity of thought, and which enables staff and students from a wide range of backgrounds to thrive (I)

Desirable Criteria:

- Excellent IT skills, particularly in the use of MS Office packages, databases and project planning tools such as MS Project and Visio (I)
- Proven ability to write complex project documentation including terms of references, project briefs, financial reports, business cases and update reports (A,I)

Assessment stage: A - Application; I - Interview; T - Test/presentation at interview stage