



## **Deputy Project Manager / Project Coordinator**

**Part time – 3 days a week**

**Fixed term until March 2022**

The British Geological Survey is one of the world's leading and forward thinking geological science institutes with a focus on both public good science for government and geoscientific research to understand earth and environmental processes. A vacancy has arisen for a highly motivated and enthusiastic Deputy Project Manager / Project Coordinator based at our headquarters in Keyworth, Nottingham.

The post holder will plan, coordinate and execute the project in conjunction with the Principle Investigator and Project Manager. Other duties include;

- Quarterly monitoring and reviewing, including analysis of progress such as budgets vs expenditure
- Enforce project policies and procedures (e.g. risk management strategy and plan, log frame etc.)
- Review of contractual terms and conditions to ensure compliance
- Develop processes and procedures for monitoring and evaluation including development of project level key performance indicators, linked to the wider GCRF programme
- Annual reporting to BGS and project funders
- Perform day-to-day management of the project team and address any team issues promptly
- Resource management, both financial and staffing, staff deployment
- Address project issues and work to resolve them with the wider project team
- Coordinate team meetings to discuss project status and issues
- Coordinate the Project Board, deputise for the Project Manager as required and support the Project Consortium Management Unit (comprising the Project Manager, Principle Investigator and another Co-Investigator)
- Managing the advisory group: providing project information in a timely way, liaising with the chair and members on meeting dates, ensuring that group reports are passed to the Principle Investigator in good time

Qualified to Prince2 Foundation and Practitioner, you will also have experience in coordinating and administering projects, project monitoring, evaluation, analysis and review, ideally in a research environment. In addition you should have proven project resource management experience, both financial and staff deployment and proven budget management experience.

In order to succeed, you must have effective written and oral communication skills together with excellent organisational skills and attention to detail. You must also be proficient in the use of Excel and have the ability to collate, analyse and present data in a variety of formats including reports, presentations etc.



The role may require you to travel to Africa for short trips on an occasional basis.

This is a fixed term appointment until September 2021. Starting salary will be between £28,200 per annum to £30,600 per annum depending on qualifications and experience (pro-rata) Working hours will be 22.2 per week (3 days a week) excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare sacrifice scheme, free parking, 30 days annual leave plus 10.5 days public and privilege holidays (pro-rata).

Closing date for applications is 4 March 2018.

Applications are handled by the UK Shared Business Services, to apply please visit our job board at [http://www.topcareer.jobs/Vacancy/irc244151\\_7922.aspx](http://www.topcareer.jobs/Vacancy/irc244151_7922.aspx) and submit your up-to-date C.V. and covering letter, which clearly outlines why you are applying for this post and how you meet the criteria described in this advertisement. Applicants who would like to receive this advert in an alternative format (e.g. large print, Braille, audio or hard copy), or who are unable to apply online should contact us by telephone on 01793 867000, Please quote reference number IRC244151.

The Natural Environment Research Council is an equal opportunities employer and welcomes applications from all sections of the community. People with disabilities and those from ethnic minorities are currently under-represented and their applications are particularly welcome. The British Geological Survey is an *Investors in People* organization and has achieved Bronze status for Athena Swan – a scheme that recognizes excellence in women's employment in science, technology, engineering, maths and medicine (STEMM) in UK higher education. There is a guaranteed Interview Scheme for suitable candidates with disabilities.

