



Deputy Project Support Manager

The British Geological Survey (BGS) 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 Support Manager based at our headquarters in Keyworth, Nottingham.

Duties include;

- Responsible for the production, accuracy and analysis of the Pipeline (bid) data within BGS from the Resource Management System, thus enabling accurate management information.
- To work collaboratively with BGS Finance, Business Development, Resource Managers to ensure a consistent approach in the provision of management data.
- To lead the NERC Grants function within Project Support and have a clear understanding of all relevant procedures in order to assist in the bid process within the organisation.
- To perform an active role in the day to day management of the Project Support function within the organisation by supporting the development of the current Resource Management system to meet business objectives.
- Management responsibility for overseeing the monitoring of individual project performance for a number of Scientific Directorates and work closely with Finance colleagues to ensure the appropriate level of financial management.
- Responsible for the new Change Point reporting tool (COGNOS) within BGS and developing reports to respond to business needs. Assisting in the implementation and end-user training at BGS.
- Actively seek ways to promote the role of Project Support within the Organisation and lead and plan any training requirements associated with corporate systems.

Qualified to A level standard or equivalent, you should also have recent significant experience working within a Business Partnering role in a project focused organisation (minimum 2 years). In addition you should have evidence of having gained experience in the concepts of project management and best practice together with experience in managing resources.

In addition you should have knowledge of processing Grant Applications within on-line systems, knowledge of Resource Management and workforce planning.

In order to succeed, you must be able to prioritise work, able to meet monthly deadlines and have the ability to communicate, negotiate and be confident in presenting information to stakeholders.

You must also be flexible be able to occasionally travel to NERC sites in the UK and may involve an overnight stay.



This is an open ended appointment. Starting salary will be between £28,200 per annum to £30,600 per annum depending on qualifications and experience. Working hours will be 37 per week excluding lunch breaks. A generous benefits package is also offered, including a company pension scheme, childcare allowance, free parking, 30 days annual leave plus 10.5 days public and privilege holidays.

This is advertised as a full time post but we will consider applications from those who require more flexible arrangements.

Closing date for applications is 11 March 2018.

Applications are handled by the UK Shared Business Services, to apply please visit our job board at http://www.topcareer.jobs/Vacancy/irc244308_7943.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 IRC244308.

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.

