

**Rheolwr Prosiect AIEC  
(Cyfnod penodol am 2 flynedd)  
Campws Arloesi**

Gradd 8: £38,511 - £45,954

Gan adrodd i Gyfarwyddwr Prosiect y Campws, a chan weithio fel rhan o'r uwch dîm rheoli rhaglen, bydd y Rheolwr Prosiect AIEC (Dim Adeiladu) yn gwbl gyfrifol am reoli amrywiaeth o brosiectau i gyflawni gwelliannau i seilwaith y campws, gan sicrhau cyfarpar newydd i labordai a phwrcasu cyfarpar cyfalaf.

Bydd yr unigolyn a geisir yn debygol o fod yn Rheolwr Prosiect profiadol:

- Sydd â hanes o reoli a chyflenwi rhaglen amrywiol o brosiectau proffil uchel mewn amgylchedd aml-randdeiliadol.
- Sydd â phrofiad o reoli timau cyflenwi prosiectau amlddisgyblaethol gan gynnwys ymgynghorwyr a chontractwyr allanol.
- Sydd â hanes o reoli cyllidebau'n gadarn ar gyfer prosiectau sydd werth miliynau o bunnoedd ac sy'n cynnwys staff mewnol, adnoddau allanol ac ymgyhoriaethau.
- Sydd wedi arfer â gweithredu mewn amgylcheddau cymhleth gyda phartneriaid / rhanddeiliaid niferus.
- Sy'n meddu ar sgiliau cyfathrebu a rhyngpersonol rhagorol a'r gallu i ymgysylltu ar bob lefel o fewn sefydliad.
- Sydd â'r gallu i gysylltu gweledigaeth, strategaeth a pholisi â chyflenwi prosiectau a gweithgareddau unigol, a chyfleu hyn i eraill.

Yn ogystal, byddai'n fanteisiol i fod â phrofiad yn unrhyw rai o'r canlynol:

- Cyflenwi prosiectau mewn amgylchedd cymysg gwyddonol/academaidd a masnachol (e.e. Parc Gwyddoniaeth neu Gampws Arloesi)
- Gweithio gydag awdurdodau lleol ac asiantaethau cyhoeddus i gyflenwi gwelliannau i briffyrdd cyhoeddus
- Creu manyleb a gosod cyfarpar mewn cyfleusterau gwyddonol/labordai.
- Pwrcasu peiriannau a/neu gyfarpar gwyddonol gwerth uchel.

**Cyf: AIEC.14.01**

**Dyddiad cau: 5 Hydref 2014**

Am fwy o wybodaeth ac am ffurflen gais ewch i <http://www.aber.ac.uk/cy/hr/jobs/vacancies-external/>

Dylid llofnodi'r ffurflen gais ar ôl ei llenwi ac yna ei dychwelyd i'r **Tim Recriwtio Adnoddau Dynol** drwy e-bost, ffacs neu post. Tîm Gweithredol: swyddi@aber.ac.uk / Ffôn: 01970 628555 / Ffacs: 01970 622975

NODYN: Nodwch gyfeirnod y swydd ar flaen yr amlen ac ar y ffurflen gais os gwelwch yn dda.

Sefydliad Dwyieithog sy'n gweithredu Cynllun Iaith Gymraeg ac yn ymroddedig i Gyfle Cyfartal.

FEL ARFER FE BENODIR I SWYDDI O FEWN 4-8 WYTHNOS WEDI'R DYDDIAD CAU. GALL YMGEISWYR NA FYDDANT WEDI DERBYN LLYTHYR ODDI WRTH Y BRIFYSGOL ERBYN Y DYDDIAD HWNNW RAGDYBIO NAD YW EU CEISIADAU YN CAEL EU HYSTYRIED YMHELLACH AC NA FYDDANT YN DERBYN GOHEBIAETH BELLACH

**AIEC Project Manager  
(Fixed Term for 2 years)  
Innovation Campus  
Grade 8: £38,511 - £45,954**

Reporting to the Campus Project Director, and working as part of the senior programme management team, the AIEC Project Manager (Non- Construction) will take full responsibility for the management of a range of projects to deliver improvements to the campus infrastructure , equipping of new laboratories and procurement of capital equipment. The individual being sought is likely to be an experienced Project Manager who:

- Has a track record in managing and delivering a diverse programme of high profile projects in a multi-stakeholder environment.
- Has experience of managing multi-disciplined project delivery teams including external consultants and contractors.
- Has a proven track record of robust budget management of £multi-million projects covering internal staff, external resources and consultancies.
- Is used to operating within complex multi partner/stakeholder environments.
- Possesses excellent communication and inter-personal skills and the ability to engage at all levels within an organisation.
- Has the ability to relate vision, strategy and policy to delivery of individual projects and activities, and communicate this to others.

Additionally, it would be advantageous to have had experience in any of the following:

- Delivery of projects in a mixed scientific/academic and commercial environment (e.g. Science Park or Innovation Campus).
- Working with local authorities and public agencies to deliver public highways improvements
- The specification and fitting-out of scientific/laboratory facilities.
- The procurement of high value plant and/or scientific equipment.

**Ref: AIEC.14.01**

**Closing date: 5 October 2014**

For information and application forms please go to <http://www.aber.ac.uk/en/hr/jobs/vacancies-external/>

Completed Applications Forms should be signed and returned to the **Human Resources Recruitment Team** by e-mail, fax or post. Email address: [vacancies@aber.ac.uk](mailto:vacancies@aber.ac.uk) / Tel: 01970 628555 / Fax: 01970 622975

NOTE: Please put the post reference on the front of your envelope and on your application form.

We are a Bilingual Institution which operates a Welsh Language scheme and is committed to Equal Opportunities.

APPOINTMENTS ARE NORMALLY MADE WITHIN 4-8 WEEKS OF THE CLOSING DATE. IF WE HAVE NOT BEEN IN TOUCH WITHIN THIS TIMESCALE YOU MAY ASSUME THAT YOUR APPLICATION IS NOT BEING FURTHER CONSIDERED AND NO OTHER COMMUNICATION WILL BE SENT.

## **Further Particulars (Yn Saesneg yn unig)**

### **Background**

Aberystwyth University recently announced plans for a £35m programme of investment to create a new Research and Innovation Campus for food and renewable energy at its IBERS Gogerddan site. Supported by significant investment contributions from, among others, UK Government and Welsh Government, this is a nationally high profile, transformational programme that is expected to bring significant benefit to both the economy and society. The new campus project will be known as the Aberystwyth Innovation and Enterprise Campus (AIEC).

The investment programme will include the creation of new facilities and infrastructure to attract companies and researchers interested in creating commercially viable new products, based on modern approaches to plant breeding. The new campus will enhance the development of close working relationships with business, and will include office provision and support for start-up companies.

All these benefits are closely linked to the aims of the Aberystwyth University Strategic Plan, and will further develop the appeal of this exceptional part of Wales.

### **Campus Development Programme**

Development of the campus will include the delivery of a £multi-million programme of projects covering construction (refurbishment and new-build); infrastructure improvements (including power, communications and public highways works); ; fitting-out and equipping of new laboratory spaces; and the capital procurement of a significant range of high value plant processing and analytical equipment.

Involving multiple stakeholders, the effective delivery of this programme of projects – to time, budget and quality - is fundamental to the future success of the Innovation and Enterprise Campus.

### **Main Duties & Responsibilities**

**This job description is subject to review and amendment in the light of the changing needs of the University, to provide appropriate development opportunities and or the addition of any other reasonable duties.**

### **Main Duties and Responsibilities**

The AIEC Project Manager) will be accountable to the Project Director for the successful delivery of expected project outputs, and will therefore be responsible for:

- The effective overall management, co-ordination and delivery of a number of significant £multi-million infrastructure, facilities and equipment procurement projects that will develop the required campus capabilities.
- To be responsible for overseeing and coordinating all multidisciplinary projects with regard to ensuring delivery to cost, time and quality requirements
- Ensuring that all such projects are properly defined, planned, managed and executed.
- Identifying and managing dependencies and constraints between the various projects (and other programme activities). Resolution of conflicts in an effective, timely and inclusive manner.

- Being the focal point for day-to-day project management activities.
- Managing the project delivery teams and providing clear leadership and direction.
- To ensure compliant contract administration of projects to meet the needs of the sponsors.
- Ensuring the active and ongoing consultation and involvement of all key stakeholders and user groups in the definition, specification and provision of the campus facilities and equipment.
- Actively monitoring and managing the progress and quality of project delivery through the establishment of appropriate management and reporting structures, regular team meetings, and creation and use of relevant project documentation.
- Budgetary control and robust financial management for these projects, as delegated by the Project Director within the context of the overall programme.
- Ensuring appropriate identification and active management of all project risks and issues.
- Managing the identification and assessment of impact of any proposed project changes, and seeking ratification from the Project Director if such changes impact on scope, time, cost or quality/performance standards set.
- The regular reporting of appropriate and timely information to facilitate effective decision- making by the Project Director and Project Board.

In addition to the above, it is anticipated that the AIEC Project Manager will also be involved in:

- Procurement activities as required, including conformance with public sector rules and requirements.
- Management of supplier/contractual relationships.
- Ensuring appropriate ongoing communication and engagement with all site personnel in relation to the delivery of the campus programme and the associated transformational changes.
- Attendance at, and delivery of reports/presentations to, Project Board and other senior stakeholder meetings, as required.
- Supporting the Project Director in the running of the programme generally, including deputising for him/her when required/as appropriate.

## PERSON SPECIFICATION

<b>Post title: AIEC Project Manager</b> <b>Location: Aberystwyth</b>		
Criteria	Essential	Desirable
<b>Education, experience and achievements</b>	<ul style="list-style-type: none"> <li>An experienced Project Manager with demonstrable experience of the management and successful delivery of £multi-million projects from conception to completion in a multi-stakeholder environment.</li> <li>Demonstrable experience of establishing and effectively managing project delivery teams, and providing clear leadership and direction.</li> <li>Proven track record of budgetary control and robust financial management within a project/programme environment.</li> <li>Track record of successful involvement in transformational change within a multi partner/stakeholder environment.</li> </ul>	<ul style="list-style-type: none"> <li>Relevant professional qualifications.</li> <li>Delivery of projects in a mixed scientific/academic and commercial environment (e.g. Science Park or Innovation Campus).</li> <li>Experience of public sector procurement processes, including OJEU.</li> <li>Experience of working with local authorities and public agencies to deliver public highways improvements</li> <li>Knowledge of relevant external audit/review processes (e.g. OGC Gateway reviews).</li> <li>Membership of an appropriate professional body.</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Highly developed project management, planning and organisational skills.</li> <li>The ability to relate programme vision to delivery of individual projects and activities, and communicate this to others.</li> <li>The ability to identify, prioritise and effectively resolve key issues whilst handling ongoing/day to day operational issues.</li> <li>Effective and proactive Risk Management.</li> <li>Effective control of change within projects/programmes.</li> <li>Excellent report writing and presentational skills.</li> <li>Competent in Microsoft Office package especially Excel</li> </ul>	

<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• An effective team manager who possesses excellent inter-personal skills and the ability to engage at all levels within an organisation.</li> <li>• A diplomatic and effective communicator.</li> <li>• An inclusive approach in consulting and engaging multiple user groups.</li> <li>• Self-motivated with the ability to work with minimal supervision.</li> <li>• Excellent time-management skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Has empathy with academic and research environments, and the ability to engage and work closely with scientists.</li> </ul>
<b>Special circumstances</b>	<ul style="list-style-type: none"> <li>• Possesses the experience and gravitas necessary to deputise for the Project Director as required.</li> </ul>	
<b>Welsh Language Standard</b>	<ul style="list-style-type: none"> <li>• The ability to operate at Standard C or evidence to demonstrate an on-going commitment to learn Welsh to this Standard.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to operate at Standard Ch or Dd.</li> </ul>

### **Standard/Safon C (Level 2/2)**

- The ability to **understand** simple instructions or simple telephone messages.
- The ability to **understand** people conversing on familiar subjects.
- The ability to **hold a conversation** on familiar subjects, e.g. the weather, work, family.
- The ability to **transfer** simple instructions or convey simple messages from telephone calls.
- The ability to **read** simple information leaflets on familiar subjects with the aid of a dictionary and plenty of time.
- The ability to **understand a simple written message** on an unfamiliar subject with the aid of a dictionary.
- The ability to **write** a simple memo or informal e-mail to convey information.
- The ability to **write** a formal letter using a template.

### **Standard/Safon D (Level 3/0)**

- The ability to **understand** everything on the telephone, television, in a meeting.
- The ability to **speak** confidently on various subjects.
- The ability to **give clear presentations** on familiar subjects.