



ROLE PROFILE

Job Title:	Research Management Programme Africa (ReMPro) – UK Programme Manager
Salary:	£34,000 p.a.
Contract Status:	Fixed term until 31 July 2020 (Secondment proposals will be considered)
Hours of Work:	Full-time (35 hours per week) (Part-time to 0.8 and job share will be considered)
Location:	Flexible (Applicants may work primarily from their own offices provided they are willing to travel regularly in the UK and internationally as the Programme requires)
Reporting to:	Chief Operating Officer and Director (International)

About ARMA:

ARMA (UK) is the professional association for research management in the UK. We currently have around 3,000 individual members from 250 organisations, ranging from Universities and Funding Bodies to the National Health Service and independent Research Institutions. We represent research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. We work with UK-wide and international bodies to influence and understand the changing research management agenda, translating the impacts of that change for our members. We work with others to promote public trust in research, communicating its benefits and value. Most of all, we work to enhance research management as a professional partner in the UK research environment. We provide a wide range of membership benefits and development opportunities, including regular e-news, social media channels, a member magazine, the Professional Development Framework, a jobs mailing list and our Annual Conference. ARMA is a limited company by guarantee established in May 2006.

About Research Management in Africa:

Research Management in Africa (“ReMPro Africa”) is an African Academy of Science led project to support research management capacity strengthening across Africa. The project is funded by Wellcome Trust, UKRI, DoHSC, Royal Society and DfID. This high-profile, programme consists of four strands; institutional leadership, sustainability, standards and individual capacity. Within it, there are a number of programmes of activity. ARMA has been engaged to collaborate with the African Academy of Sciences and the four Research and Innovation Management Associations (SARIMA, WARIMA, EARIMA and CARIMA (“the RIMAs”)) on knowledge exchange and international engagement activities.

About the Role

The Programme Manager will manage these activities from a UK perspective. They will provide the day-to-day coordination and communication required to ensure that the partnership is able to deliver the lasting benefits to participants. The role has three principal objectives:

1. To deliver the programme of activities and events.
2. To support participants at an individual and institutional level
3. To report to ARMA and the funder on the progress of the programme

	Main Responsibilities
1.	Stakeholder Management - To lead UK stakeholder management including with UK universities, ARMA stakeholders and ARMA members. - To support African stakeholder management in particular with AAS and the RIMAs. - To be a primary contact point for relationships with universities, funders and other stakeholders. - To represent the partnership at external events and in discussions with stakeholders.
2.	Leadership - To lead on resolving practical problems and troubleshooting as required. - To lead by example on a collaborative approach to delivery of the Programme. - To seek opportunities to promote research management as a profession and strengthen the relationships between international partners.
3.	Operational support of programme - To organize and deliver programme activities, including international workshops, international staff exchanges, international mentoring programme and benchmarking activities. - To deliver mechanisms to ensure project success and compliance with funder requirements. - To manage the key relationships and ensure that all project requirements are met. - To manage of the relationship with funders to ensure reporting requirements are met. - To prepare performance reports against the agreed plans and targets. - To participate in meetings with funding bodies, partners and relevant stakeholders. - To deliver programme level management of budgets.
4.	Operational support to future programmes - To explore and propose future activities that will continue to build on the existing Programme - To support engagement with key stakeholders ensuring that feedback from funders, participants, institutions and delivery partners are recorded and considered. - To build the necessary relationships with project partners to ensure lasting relationships. - Maintain an up-to-date understanding of the UK and African funding landscapes.
5.	Regulatory and Administrative - To ensure compliance with funder and contractual requirements. - To ensure compliance with data security requirements - To ensure compliance with travel and expense policies. - To ensure adherence to all project publicity requirements. - To ensure grant claims are completed and submitted in accordance with funder requirements. - To develop and maintain a project risk register.
6.	Reporting The Programme Manager will be seconded to ARMA and will report to the Chief Operating Officer and Director (International). The Programme Manager will produce and maintain quarterly reports on project performance, risks and budgets.

Knowledge, Skills, Qualifications & Experience

	Essential	Desirable
Qualifications/ Education	Graduate level qualification or equivalent plus experience in a similar level and type of role	Recognised Professional Project Management Qualification eg. PRINCE2 or APMP, or equivalent experience

Skills/Training	• Excellent communication skills including the ability to communicate at all levels • Demonstrated influencing skills and experience of working in a matrixed organisation • Problem solving • Negotiation skills	• French language skills (written and spoken)
Experience	• Project Management experience gained through delivery of complex academic/industry interface projects • Experience of working in a research support team • Experience of working and communicating at senior levels • Experience of using rigorous reporting and recording systems and processes • Experience of conducting project planning including co-ordination of a variety of stake-holders • Experience of supporting international research projects • Budget management experience	• Understanding of complex international funding environment (e.g. GCRF) • Understanding of African higher education sector • Experience of working in international development projects
Statutory/ Legal	• Understanding of governing regulations and legislation impacting research	

How to apply:

If you are interested in applying for the role, please send Hamish Macandrew, Chief Operating Officer at Hamish.macandrew@arma.ac.uk a covering email and CV by 5pm **on Sunday 18th August**, summarising why you would like the role and outlining the ideas, skills and experience you believe you can bring to ARMA. We will then review the expressions of interest we have received, and call shortlisted candidates for an interview, which will take place in the week commencing 9th September in Edinburgh.

Further information:

If you have any queries related to this post, please contact: Hamish Macandrew, Chief Operating Officer at hamish.macandrew@arma.ac.uk.