

**Job Description**

<b>Job Title:</b>	Project Manager – TRADE Hub
<b>Job Reference No:</b>	AD1050
<b>Programme:</b>	Science Programme
<b>Grade:</b>	D/D+
<b>Line Manager:</b>	Deputy Head of Programme

**Main Purpose of the Job**

The Project Manager will coordinate all operational components of the project, which is structured around nine Work Packages. The Project Manager will work closely with the Principal Investigator (PI) and help deliver the project in a cost-effective way to maximise impact, and will provide :

- Day-to-day coordination of the work across the partnership, including contract management, training and capacity building, and field work logistics
- Coordinate the development of the project's annual work plans and the development and operationalisation of project monitoring & evaluation based on the agreed logical framework and
- Non-research issues (e.g. data management, project communications, etc.)
- Overall coordination and oversight of the financial and technical reporting to GCRF through UNEP-WCMC and RCUK systems and in collaboration with the various partners on the project
- Support the PI to ensure adherence to the ethical research guidelines; people management; risk management; and management of partnership relations.
- Build mutual understanding and trust, developing strong relationships with colleagues across the partnership.

**Key Areas of Responsibility****Operational Coordination**

- Working with the PI and Executive and Advisory Groups to help shape and implement the vision and strategy for the GCRF TRADE Hub internationally and within each study-country
- Support the PI in coordinating the overall delivery of all aspects of the GCRF TRADE Hub - ensuring that it delivers according to the agreed vision and strategy, including high impact research and value for money
- Liaise with the national administration leads in different countries so that everyone has a shared sense of purpose and understands their roles in the overall project
- Support Work Package and country leads to deliver their respective components, according to work plans and decisions made by the executive group, and a log frame agreed with GCRF and project partners

- Ensure that the consortium of research partner organisations across four countries works together to deliver effectively and efficiently
- Ensure key risks to the effective delivery of the programme, e.g. political instability, are identified, monitored and reported to the Executive Group, and under their direction take precautionary and mitigating action as appropriate, adapting the project to respond to changing circumstances
- Ensure compliance with RCUK and WCMC management policies, procedures and systems, including ethical issues associated with collection of data across the four study countries
- Support the PI in the negotiation of deliverables, work plans, budgets and agreements with donors and partner organisations
- Plan activities, agree budgets and deliverables with the PI and Co-Investigators as required. Some travel to Brazil, Africa, Indonesia, China and Thailand may be required.
- Oversee a robust quarterly monitoring process to ensure activities are on track and coordinate reporting processes and reviews of performance with partner organisations, funders and other stakeholders
- Ensure the agreed ethics policy and guidelines are applied across the partnership, based on existing ESRC, UNEP-WCMC and other relevant guidelines, and help partners to implement these policies
- Liaise with the WCMC leads within the informatics, data management, communications, finance and technical specialist programmes
- Together with dedicated administrative support, provide secretariat services to the Executive Group and Advisory Group, and help ensure regular communication with the Country Steering Committees.

#### **Financial Support**

- Support the Finance Director and dedicated staff with the following
  - a. Provide effective day-to-day financial management of the TRADE Hub, including contract handling and disbursement of funds, to ensure that the project delivers a high quality, cost-effective programme with maximum impact within the budget available
  - b. Monitor annual and multi-year budgets for the project, under the oversight of WCMC's Finance Director and the PI
  - c. Ensure robust financial management systems and processes are in place to monitor and report on income and expenditure, according to RCUK requirements
  - d. Support the CFO with management of Forex exposure risks
  - e. Support financial auditing of partners and collaborators.

#### **Reporting, monitoring and evaluation**

- Ensure reporting and management information systems are in place to monitor progress against log frame, key deliverables and performance indicators
- Ensure compliance with RCUK and WCMC reporting requirements, including provision of timely financial and narrative reporting
- Coordinate any external reviews and evaluations of the project.

**Cohort linkages**

- Communicate across the cohort of other GCRF projects to share experiences and develop common approaches to issues such as capacity building approaches and monitoring & evaluation.

**Communications**

Represent the GCRF TRADE project and consortium externally as a team member. This may include making presentations at relevant conferences, workshops and other events

**Other Duties**

- Extend own knowledge of scientific and policy issues relevant to the work of the project
- Participate in WCMC planning and processes
- Provide project management advice from time to time to the other staff within the Science Programme at UNEP-WCMC to help build internal capacity
- Undertake any other duties as may be required from time to time commensurate with the level of the post.