

Job Description: Project Support Manager – International Programmes

Job Purpose

To grow the UK economy by supporting current international R&D programmes and developing new strategic global partnerships that foster the advancement and exploitation of UK innovation in targeted partner countries.

Reporting to: Head of Development and International

Grade: Business Support Manager Level 1 or 2 (depending on experience)

Salary: £26,000pa to £34,000pa depending on experience

Location: Home or office based at London, with significant UK and overseas travel expected.

Scope: KTN's projects requiring international R&D partnership building and future programme development including income growth activities.

The role will be based in the KTN Development and International team and will work with all teams across KTN to provide expertise in international activities which improve the UK global competitiveness. This will include working with colleagues and members of the KTN and broader Innovate UK connect network to accelerate collaboration and internationalisation of UK innovation across a wide range of industrial sectors. The job holder will also be required to provide competent project to deliver strategic cross-cutting programme for UK government agencies.

Key accountabilities:

- Actively support the Development and International Team to ensure the successful and timely delivery of KTN's international project portfolio.
- Liaison with external contractors and overseas agencies on the administration and planning of programmes and missions.
- Liaison with the KTN Finance team on project finance and reporting.
- Contributions to the capture of KPIs, case studies and CRM contents.
- Coordination of monthly reports to Exec team.
- Delivery of KTN KPIs, reports.

Job responsibilities

- To lead the delivery support, planning and organisation of activities in KTN's evolving international project portfolio, including Global Expert Missions, Newton Fund and future projects. This will involve working across KTN teams and with external programme partners and contractors.
- To provide coordination and support in the preparation and dissemination of project/mission reports, with a requirement to work with internal and external stakeholders.
- To help initiate and maintain strong engagement and communication with businesses, counterparts in Innovate UK, Research Councils and other relevant stakeholders.
- To track progress of businesses to determine outcomes resulting from KTN interventions, seeking case studies and metrics (KPI) capture.
- To support potential new growth opportunities for KTN.
- To contribute to KTN wide communications and projects, helping colleagues as required.
- To support KPI delivery and provide regular reporting of activity and outcomes.

Experience and qualifications

- Demonstrable experience in programme management and effective delivery of fast-paced, multi-stakeholder projects.
- Degree qualified preferred but not essential.
- The job holder will ideally have or be working towards a Project Management qualification.
- Experience and aptitude in managing and working with external and internal stakeholders.
- Demonstrable competencies in creating and managing project plans and in using Microsoft Office.
- Strong and well-developed skills in written and verbal communication.

Competencies and Attributes

- This role requires a highly motivated, self-starting and results oriented individual with a strong project management, delivery and coordination skills.
- A good communicator with well-developed written and verbal skills, able to work across different areas and to influence colleagues without direct authority.
- Comfortable working autonomously with little supervision and as a team member as required.
- Must have good working knowledge of Microsoft packages plus project delivery and organisational skills.
- Results/impact oriented with good levels of numeracy and analytical abilities.
- Able to deliver in a fast-paced environment.

Applicants must have the existing and ongoing right to work in the UK as sponsorship is not provided.

For your application to be considered, you must include a CV and covering letter. Applications must be received by Friday 2nd November 2018.