

JOB DESCRIPTION

JOB ROLE: Strategic Projects Manager

GRADE 3

JOB PURPOSE: To provide coordination, reporting and strategic guidance on the securing, tracking and successful delivery of Data Team contracts. To ensure timely delivery of goals and targets and facilitate reporting to clients and contract delivery partners. To provide oversight of Data Team projects. To Deputise for the Head of Data when necessary.

ACCOUNTABILITY: Head of Data, Information & Technology, Dan Lear

Essential experience/skills/qualifications:

- Proven experience of project management and associated methodologies.
- Liaison with, and coordination of technical staff.
- High attention to detail.
- Ability to work independently and to tight deadlines.
- Presenting technical content in an engaging and accessible manner.
- Applicable undergraduate qualification such as Marine Biology/Data Science degree.

Desirable experience/skills/qualifications:

- Writing proposals and securing funding.
- Management of biological databases.
- Advanced use of database and spreadsheet applications.
- Understanding of UK marine data infrastructure.
- Experience of national and global marine data standards.
- Applicable postgraduate qualification such as Master's degree in Marine Biology/Data Science.

Key responsibilities and skills

- Ensure efficient planning, and execution of Data Team projects and contracts to specification, schedule, and budget supporting project leads as necessary.
- Coordinate the timely delivery of Data Team targets through effective tracking and management.
- Lead on the production and timely delivery of contract and project reports, ensuring they align with organizational standards.
- Facilitate collaboration across teams within the MBA to support the effective delivery of MBA research data, ensuring alignment with strategic objectives.
- Represent the Data Team and MBA at relevant meetings and stakeholder interactions, developing and maintaining professional networks and partnerships.
- Actively seek and contribute to Data Team funding applications and business development opportunities for the Data Team and wider organization.

- Contribute to relevant contract and commissioned research work where relevant to expertise.
- Develop and promote data standards, guidelines, and best practice internally and externally.
- Liaison with 3rd parties regarding data standards and metadata.
- Continuously evaluate the structure and materials in the Data Team for efficiency and team requirements for any changes necessary.
- Support the mentoring and training of team members where required, fostering a culture of continuous learning.
- Undertake ad hoc tasks identified as being within the job holders capabilities.