



JOB DESCRIPTION

Job Title: CIRCUBATT Project Manager

Grade: AC3

Department: Greenwich Business School

Responsible to: Professor of Operations and Supply Chain Management

Responsible for: N/A

Key Contacts: Dr Hetty Wenxian Sun, Project Team members, Faculty Operating Officer, Heads of Directorates, External research funding bodies

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

We are seeking a highly skilled and innovative Project Manager to manage the CIRCUBATT project, funded by Horizon Europe, that started on 1st January 2025. CIRCUBATT is a ground-breaking research initiative focused on transforming battery technologies through circular economy principles, ensuring resilience, competitiveness, and sustainability. The successful candidate will oversee the coordination and delivery of this innovative project, aimed at shaping the future of energy storage, "Battery as a Service" (BaaS) models, and sustainable battery technologies.

The successful candidate will manage the project's lifecycle, ensuring the achievement of critical milestones, delivering impactful results, and monitoring and controlling resources, revenue, and capital costs against the project budget. Working alongside international partners, industry leaders, and research institutions, help drive the development of new business models and technological advancements in energy storage systems.

KEY ACCOUNTABILITIES

Team Specific:

- Lead the day-to-day management of the CIRCUBATT project, ensuring the timely delivery of research objectives and outputs.
- Oversee cross-industry collaboration and communication with project partners to ensure alignment with the project's goals.
- Coordinate efforts to explore innovative business models, such as BaaS, and manage research into the social, economic, and environmental impacts of these models.
- Manage the financial and operational aspects of the project, including budget planning, forecasting, reporting and EU Horizon compliance.

Generic:

- Drive collaboration between research and industry partners to ensure the commercial feasibility and viability of BaaS models.
- Report on the progress of the project to the internal CIRCUBATT Project Team, European Commission, Horizon Europe, and stakeholders, ensuring compliance with project timelines and regulations.
- Organise and facilitate project meetings, workshops, and conferences to keep the project on track.
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Managing Self:

- Stay up to date with developments in battery technologies, circular economy principles, and Horizon Europe funding guidelines to ensure the project remains at the cutting edge.
- Provide leadership and motivation to the project team, fostering a culture of innovation, collaboration, and accountability.
- Demonstrate strong problem-solving skills to anticipate challenges and develop mitigation strategies as required.
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Core Requirements:

- Ensure that the CIRCUBATT project adheres to all European Commission /Horizon Europe requirements and regulations, particularly regarding budget, deliverables, and reporting.
- Manage the creation and application of frameworks for assessing the economic, environmental, and social viability of BaaS models.
- Oversee the integration of big data and machine learning (ML) technologies for optimising battery use, maintenance, and end-of-life decision-making.
- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.

- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

- Willingness to travel internationally for project meetings and collaborative activities.
- Ability to work flexibly, accommodating the needs of international partnerships and research timelines.

KEY PERFORMANCE INDICATORS:

- To produce high quality work delivered to the agreed timescales.

KEY RELATIONSHIPS (Internal & External):

Internal:

- Project Team members
- University supporting team members
- Faculty Operating Officers
- Heads of Directorates (such as Finance, HR, Comms and Recruitment)
- University senior management and key University Groups and Committees as required
- University staff within Faculties and Directorates
- Partner, Network and Collaborative Centre staff and student
- Colleagues across the sector in related fields
- Suppliers of services and goods

External:

- Research funding bodies (European Commission/Horizon Europe)
- Project partners

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Proven experience in managing EU Horizon (or similar) funded projects, ideally within the fields of energy storage, sustainability, or circular economy.
- Strong understanding of project management best practices, with a focus on delivering results in a research-driven, cross-industry environment.
- Knowledge of battery-related business models, battery technologies, or circular economy principles.
- Financial acumen with experience managing large-scale research project budgets.

Desirable Criteria

- Experience in big data and machine learning applications, particularly for sustainability assessments.
- Experience working with interdisciplinary teams focused on technological innovation.
- Familiarity with European Commission/Horizon Europe funding guidelines and project management.

SKILLS:

Essential Criteria

- Progress Reporting
- Project Management
- Project Planning and Control Techniques
- Project Risk Management
- Project Management Tools
- Exceptional communication and stakeholder management skills, particularly when working with international, multidisciplinary teams.

Desirable Criteria

- Understanding of public sector procurement
- Business Analysis Techniques

QUALIFICATIONS:

Essential Criteria

- Educated to degree level in project management, engineering, sustainability, or a related field.
- Formal project management qualification (e.g., PRINCE2, PMP).

Desirable Criteria

- Membership of a relevant professional body

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.
- Highly organised and able to manage complex projects with competing priorities.
- An effective communicator who thrives in collaborative environments.
- Culturally aware, with the ability to lead international partnerships and research initiatives.

Desirable Criteria

- A strategic thinker with the ability to foresee challenges and develop innovative solutions.