

JOB DESCRIPTION

Job Title: Creative Industries Project Manager

Grade: SG8

Department: FLAS Faculty Operations

Responsible to: Faculty PVC (FLAS); [dotted line to Principal Investigator Shared Hub for Immersive Future Technologies (PI), and Associate Dean Research and Knowledge Exchange (FLAS)].

Responsible for: N/A

Key Contacts: The role will be line managed and work within Faculty of Law Arts and Social Sciences with the Lead of the Shared Hub for Immersive Future Technologies, PVC, HoS and Associate Dean for Research and Knowledge Exchange. The role will involve close working with colleagues in Faculty Professional Services and the central Greenwich Research and Innovation teams, as well as a variety of external partners.

Standard Occupational Classification (SoC code): 1255

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

Faculty of Law, Arts and Social Sciences is seeking an innovative and strategically minded project manager with experience of the creative industries, to lead the operational delivery and strategic development of our dynamic creative industries research laboratory, Shared Hub for Immersive Future Technologies (SHIFT - <https://www.gre.ac.uk/las/ice/shift>) to deliver local and regional impact.

The postholder will play a pivotal role in shaping and implementing an impactful and sustainable research and knowledge exchange programme for the Faculty's creative industries portfolio across South East London and Medway, supporting the Faculty's five-year growth and impact plan.

Working with Academic and Professional services colleagues, the Creative Industries Project Manager will develop a robust business plan that aligns the goals of SHIFT with the needs of the local and regional creative economy, responding to the mission aims of

the Creative Industries Sector Vision, future opportunities for growth and the Universities 2030 strategic plan and the University's ambition for civic and regional economic, social and cultural impact.

The successful candidate will strengthen governance structures, operational management systems, and financial planning frameworks, ensuring that SHIFT and associated Faculty creative industries initiatives are sustainable, well-coordinated, and strategically aligned with sector priorities. They will play a key role in identifying and developing commercialisation opportunities, nurturing industry and cultural partnerships, and ensuring that the Faculty's creative industries activities deliver measurable social, cultural, and economic impact across South East London, Medway, and beyond.

This role offers an exceptional opportunity for a forward-thinking professional to contribute to the University of Greenwich's ambition to be a leader in creative innovation, regional engagement, and research with real-world impact.

Key Accountabilities

Governance and Organisational Strategy

- Design and implement robust governance structures (in collaboration with PI) to operationalise the SHIFT facilities as an interdisciplinary hub, bringing together internal and external stakeholders.
- Ensure organisational compliance and strategic alignment across the laboratory's operations.
- Develop a systematic approach to risk management and institutional sustainability

Business Growth and Resource Management

- Deliver a business plan with detailed economic, commercial and financial models, to support sustainable operation and growth.
- Develop robust management frameworks and reporting mechanisms that feed into a range of Key Performance Indicators and statutory reporting requirements (e.g. national systems URKI, Research Fish, REF, KEF etc.)
- Identify and facilitate opportunities for sustainable funding across research, consultancy, commercialisation and strategic partnerships.

Strategic Partnership Development

- Develop and implement a comprehensive stakeholder engagement strategy, including a marketing plan.
- Scope the viability of business incubation operations, drawing on existing models of best practice.

- Align the operation of SHIFT to support trans-disciplinary collaboration frameworks within the university (particularly with healthcare simulation, and engineering) and local growth and regeneration initiatives.

Generic:

- To work on own initiative and able to manage several projects at once.
- Contribute as an active member of the University, respecting the work of other University members, building colleagues' morale and motivation, and upholding the values of the University.
- Contribute to Faculty plans, activities, and efficient working practices.

Managing Self:

- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects the University's values and creates a positive environment for work and study.
- Take responsibility for, and demonstrate a commitment to, own personal development within the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training.
- Contribution to achievement of University and Faculty Strategic Plan objectives and KPIs.
- Any other duties as may reasonably be required consistent with the grade of the post.

Core Requirements:

- Commitment to the key strategic priorities of the Faculty and University.
- 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.

- This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the project work is completed.

KEY PERFORMANCE INDICATORS:

- Operational governance structures established.
- A business plan to aid focus in sustainable development of opportunities.
- Alignment of strategic plans for SHIFT, Faculty Creative Industries, Civic University and Community of Practice Partnerships.
- Growth in Knowledge Exchange and opportunity for impact related to the SHIFT facility.

KEY RELATIONSHIPS (Internal & External):**Internal**

- Technical team staff.
- Faculty Operating Officer.
- Faculty Academic Staff.
- Faculty Professional Services Staff.
- GRI Staff.
- Partnerships hub.

External

- Private external organisations.
- Funding bodies.
- Industry Partners.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Experience of project planning and delivery in the Creative Industries Sector.
- Experience of developing business plans.
- Experience of establishing governance structures.
- Experience in managing complex, multi-stakeholder projects.
- Knowledge of market research for commercial activity.
- Knowledge of public funders of research and knowledge exchange in the creative industries (e.g., UKRI Research Councils, Leverhulme, Wellcome, Innovate UK) funding programmes & policies.

Desirable Criteria

Experience of Working in Higher education environment.
Proven track record of building strategic partnerships
Experience of liaising with funders, private and public.
Understanding of knowledge exchange principles.

SKILLS:

Essential Criteria

- Excellent stakeholder management skills: internal and external.
- Excellent communication and writing skills.
- Self-motivated, managing complex and varied workload with minimum supervision delivering to strict deadlines.
- Ability to analyse and interpret policy and plans at local, regional and national levels.
- Excellent IT skills and understanding of commonly used software packages.

Desirable Criteria

- PRINCE2 qualification.

QUALIFICATIONS:

Essential Criteria

- Educated to degree level or equivalent experience.

Desirable Criteria

- None

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.

Desirable Criteria

- None