

## Project Manager (Technology and Innovation)

**Salary:** £28,840 - £41,200, depending on experience

**FTE:** 1 (37.5 hours/week) - requests for flexible working will be considered

**Contract Type:** Permanent, full-time

**Location:** Primarily home-based (laptop and phone will be provided), with regular travel to FIS360 Ltd's Penrith office, and to meetings/events in West Cumbria, and occasionally throughout the UK.

**FIS360 Ltd is seeking a project manager to join our team, to support the development of new technologies and solutions through delivery of challenge-led innovation programmes.**

FIS360 is a leader in the design and implementation of innovation programmes. The FIS360 team works closely with clients from a range of industries, from SMEs to large organisations, as well as academia and research and technology organisations. We work on behalf of a range of industry partners to articulate their challenges and find potential solutions. We support organisations with innovative solutions towards commercialisation of their technologies.

The company is small and energetic and working at FIS360 offers a genuine opportunity to help ambitious organisations deliver innovation. Supporting creative problem solvers who are developing cutting edge technologies, FIS360 works across a broad range of sectors, bringing technology from other industries into the nuclear sector, and vice versa. As part of a friendly and supportive team, our team members enjoy diverse, challenging, flexible and rewarding roles.

With an expanding portfolio of clients, and sustained growth in number of projects, FIS360 is seeking a project manager to join the team in delivering innovation programmes.

As part of a focussed, friendly and supportive team, the project manager will be involved in managing a portfolio of technology and commercialisation projects, supporting research organisations and companies developing new technologies to meet industry challenges. We're looking for someone to join our team who is passionate about technology innovation and working with a diverse range of customers and stakeholders.

As a valued member of our team, you will benefit from:

- An exciting, positive, creative, challenging and rewarding place to work
- A competitive reward package with annual bonus reviews based on company performance
- A generous 34 days of combined annual leave and public holidays entitlement
- Support to nurture your talent and reward success through an annual development and training review process

This is a full-time, permanent role. Primarily based at home (laptop and phone provided), the role will also involve regular visits to sites in West Cumbria and our offices in Penrith. This would typically involve 1-2 short trips per month. The post will also involve some travel to visit companies and sites throughout the in the UK.

Priority setting will be under the direction of the management team of FIS360. The post-holder must be highly motivated, resilient and willing to be flexible and adapt to support the needs of the business.

The role will provide significant training and development opportunities including access to PraxisAuril and other relevant training courses. Mentoring from experienced commercialisation project managers will be provided, with opportunities to shadow and gain experience before taking responsibility for project delivery.

Job offers will be subject to achieving suitable levels of security clearance.

Informal enquiries about this post can be made to: Jo Tunney, Programme Manager, FIS360 Ltd [jo.tunney@fis360.com](mailto:jo.tunney@fis360.com).

To apply for this role, please submit a CV and a cover letter providing evidence of how you meet the person specification to Frank Allison, CEO, FIS360 Ltd., by email to [frank@fis360.com](mailto:frank@fis360.com). CVs should be no more than 2 pages in length.

The submission deadline for applications to this role is **28<sup>th</sup> November 2022**, with interviews to be held in the Penrith area during **w/c 5<sup>th</sup> December**.

### **Overall aims**

FIS360 are the delivery partners for a number of innovation programmes, including the Game Changers nuclear innovation programme, Createc's Fusion initiative, and the National Nuclear Laboratory's open innovation programme.

This role will be focussed on innovation programme delivery, with key activities including:

- Helping to identify and communicate innovation challenge opportunities
- Project management of feasibility and proof of concept projects being conducted by research organisations and companies developing new technologies to meet innovation challenges (solution providers)

### **Key responsibilities**

1. Work with challenge owners to identify, define and publicise open innovation challenge opportunities
2. Establish, implement and maintain effective project communication plans between all partners
3. Ensure projects are delivered within scope, on time and to budget, holding partners to account for their deliverables
4. Make sure all documentation and records are up to date for project reporting and forecasting and facilitate change requests when required
5. Manage the application and funding process, and provide feedback to applicants
6. Support solution providers to identify funding and commercialisation opportunities
7. Carry out post-project evaluation and implement learning from successful and unsuccessful projects
8. Participate in external events, conferences and trade shows to raise awareness of innovation programmes delivered by FIS360 Ltd, supporting the development of the business and future growth
9. Engage in activities outside of the core job role to support other members of the FIS360 team when required

### **Person Specification (E = essential, D = desirable)**

- E1. Educated to degree level in a science, technology or engineering discipline
  - E2. Excellent written and oral communication skills
  - E3. Proven project coordination skills
  - E4. Effective team working and strong interpersonal skills with the ability to develop and maintain excellent working relationships
  - E5. Strong data management practice and ability to handle sensitive data
  - E6. Ability to work confidently and sensitively with stakeholders from a range of different organisations, sectors and levels of seniority with an understanding of different project stakeholder perspectives and needs
  - E7. Good attention to detail
  - E8. Effective at organising a complex workload
  - E9. A critical thinker with strong problem-solving skills
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- D1. Educated to PhD level in a science, technology or engineering discipline
  - D2. Industrial experience or experience of working with industrial partners
  - D3. Experience within the nuclear sector
  - D4. Experience working in technology innovation