



Theme: Central Operations

The Role	Project Delivery Manager
Location	Harwell, Didcot
Grade and salary	From £40,000 per annum (depending on skills and experience)
Hours full/part	Full-Time (37.5 hours per week)
Contract type perm/FTC duration	Permanent
Reporting to	Dr Becky Nadal
Vacancy reference	10332

Introduction

At the Rosalind Franklin Institute, our [Operations](#) Team is the glue that holds everything together. With a mix of talented people from different backgrounds, they are the ones who figure out how to make things work better, whether it is managing the office space, keeping everyone in the loop, bringing new people to the Franklin or managing the finances. They are the ones who take care of streamlining processes and work with the wider Operations and Research Teams to understand their needs, so everyone can achieve their collective goals. Always striving to do better, the Operations Team keep things ticking along smoothly.

The Rosalind Franklin Institute is a national research centre, funded by the UK Government through UK Research and Innovation, dedicated to bringing about transformative changes in life science through interdisciplinary research and technology. The Franklin's underlying aim is to produce the best science for research today, and this means resolutely embracing a diverse team who have a wide range of experiences, skills, and knowledge to push forward on the innovative work our institution delivers. Both our work and our institution are better for it.

As part of the Strategy and Engagement Team, we are dedicated to strategising and pursuing diverse funding avenues and grants with scientists at the Franklin. Our scope is vast, spanning national and international opportunities, applying independently as well as partnering with our current collaborators both academic and with industry.

We cover the entire spectrum from pre-award right through to post-award set up and live project management, working with finance to cost projects and manage awards, and with legal on contracts and agreements. Our commitment is providing professional support to assist our scientists in crafting strong applications, and in managing their projects to provide them the best opportunity for success and on a large scale contribute towards fulfilling the strategic goals of the Franklin. We collaborate with colleagues within the Strategy and Engagement team including business development, intellectual property, and communications on a day-to-day basis, with Finance and the greater Operations Team.

As we expand our activities, we are looking to appoint an experienced Project Manager to provide professional and organisational support for the coordination and delivery of a broad range of institute projects in collaboration with colleagues and stakeholders.

This is an exciting opportunity to join a highly collaborative, vibrant, and professional research institute devoted to developing tomorrow's healthcare innovations. As the Project Delivery Manager, you will support the planning, execution, and evaluation of institute-wide projects, ensuring effective communication channels with stakeholders, project sponsors and project teams. Monitoring and coordinating progress will be key, providing regular updates and proactive risk strategies and deviations to plan and budget, and administering key processes across a portfolio of projects.

This is a high-profile role that will have the opportunity to make a significant contribution to the implementation of our strategic goals - to deliver world class science, build a legacy to be proud of, and secure our future success.

We are looking for someone with excellent organisational, communication and negotiating skills, who is committed and results driven. You will proactively engage with our multidisciplinary team members helping to ensure they are well briefed and motivated to effectively deliver specific project aims, adding value through provision of high-quality support and specialist advice.

Responsibilities

These will include, but are not limited to:

- Supporting planning, execution, and evaluation of institute-wide projects, ensuring alignment with our strategic goals.
- Executing project management administrative tasks such as updating risk registers and project plans, embedding appropriate governance, and defining and enabling collection of agreed project metrics and milestones.
- Collaborating closely with senior leadership and Strategic Projects Manager to ensure clarity on objectives and methodologies.
- Working closely with our scientists and operational team members to provide specialist expertise, ensuring projects adhere to our institutional policies.
- Helping to bring shape and clarity to complex, institute-wide projects, providing project management support to help the partners work effectively towards project requirements and deadlines.
- Helping develop and promote best practices in project management and assisting with the development of standardised project management documentation for institutional projects.
- Establishing close working relationships with Franklin staff, and pro-actively developing a network of external professional contacts.

Skills & Attributes

- Personable and approachable, able to work effectively with a wide range of colleagues and accommodate their differing approaches and styles.
- Strong written and verbal communication and interpersonal skills, with the ability to build good relationships with staff at all levels.
- Ability to craft clear project documentation and effectively communicate across departments and with stakeholders at all levels will be crucial.
- Highly developed skills of stakeholder engagement, communication, consultation, collaboration, negotiation and influence.
- Ability to work effectively as part of a team, proactively exchanging advice and support with colleagues in a considered and effective manner.
- Strong organisational abilities and excellent attention to detail, with an ability to prioritise and deliver to deadlines.
- Ability to take ownership of tasks, act independently in light of shifting priorities and escalate issues appropriately when required.
- Demonstrate keen problem-solving skills with the ability to quickly come up with solutions, showing plenty of initiative and taking personal responsibility for delivery of work.
- Customer-focused approach and the ability to adapt flexibly, excelling in collaborative environments, motivating, and advising team members while effectively managing workloads.
- Comfortable taking on new challenges and learning new skills.
- Ability to use IT systems & software appropriate to the role.

Qualifications & Experience

- Experience of working in a similar role within a Research Institute, Higher Education Institution, or R&D industry (ideally life science).
- Degree or equivalent professional experience, coupled with a track record of supporting projects of varying scales from inception to completion.
- Demonstrate detailed knowledge of project management principles and practices, alongside outstanding interpersonal and negotiation skills.

Staff Benefits

- 25 days holidays, plus Bank holidays, and Christmas holiday shutdown
- Generous pension scheme (employer's contribution currently up to 18%)
- Group Life Assurance (also known as Group Life Insurance)
- Hybrid and Flexible Working
- Training and Professional development opportunities
- Bus pass discount scheme and good transport links to Oxford and surrounding area
- Access to employee discount platform (Perkbox)
- Occupational Health and Wellbeing support including
- Employee Assistance (24/7 support and counselling)
- Health Cash Plan
- Subsidised canteen
- Cycle to Work Scheme
- Free on-site parking
- A beautiful campus location set in stunning Oxfordshire with social and sports clubs open to staff

Flexible Working

We offer flexible working arrangements for employees including flexible hours, part-time hours and hybrid working to help everyone get the right balance between work and personal life.

Professional Development

As an organisation we appreciate that our people are one of our biggest strengths. We are committed to supporting your learning and development, helping you gain the skills you need to succeed in your role. Regardless of your level of experience and your role, we can assist you with building your expertise, experience, and professional qualifications at key career stages.

Reflecting the world we live in

Our underlying aim is to produce the best science for research today, and this means resolutely embracing a diverse team, who have a wide range of experiences, skills, and knowledge to push forward on the innovative work our institution delivers. Both our work and our institution are better for it.

For further information, [view our equality, diversity, and inclusion policy](#).



Adventure - Our projects, by their nature, carry significant risk, combined with significant pay-off in scientific, economic, and patient benefits if successful. Risk is mitigated by engaging experts from across disciplines and working together to approach large challenges.

Engagement - Our projects are not conceived of or delivered by one organisation alone, they engage multiple partners across academia and industry and there is demonstrable support for their development by these communities.

Novelty - Our technologies will be novel in their application and design, offering tools to the academic and industrial communities which enable significant new research potential and economic benefit.

Utility - Our technologies will be sought after by both academic and industrial communities, and access will be opened to as wide as possible, ensuring that the research benefits are maximised.

Partnerships & Collaborations

Our Funders

The Institute operates as an independent charity, with funding provided by the UK government through [UK Research and Innovation](#), managed by [UKRI-EP SRC](#).

Our Partners

The Institute has been formed by a group of ten university partners from across the UK, Diamond Light Source, and the research council UKRI-STFC. As a member of our Operations Team, you are likely to interact with a variety of teams across different organisations, for example:

- University of Oxford
- University of Birmingham
- Diamond Light Source
- University of Cambridge
- University of Edinburgh
- Imperial College London
- Kings College London
- University of Leeds
- University of Manchester
- University of Southampton
- University College London (UCL)
- STFC-UKRI

Our Location

The Hub at Harwell

The Rosalind Franklin Institute is located at [Harwell Campus](#). The hub at Harwell is the focal point for the Institute, and the heart of life sciences at Harwell Campus. The world leading technology hosted at the hub is matched by the innovative design of the building itself – unique in its experimental capabilities.

Harwell Campus

Harwell Campus is Europe's largest Science and Innovation Campus. With a heritage of 75 years at the forefront of UK innovation and discovery, The Campus continues to drive scientific advancements to the benefit of the UK economy and to improve the human condition, centered around an open innovation community and culture. The contribution that Harwell makes to the UK is significant - leading in research and achieving commercial success in key global markets, including Life Sciences, Space, Energy, Supercomputing, AI and Big Data. With 6,000 people employed across +200 public, private, and academic organisations, and an estimated Gross Value Added (GVA) of over £1billion, Harwell provides job creation and economic growth that benefits the whole country.



Recruitment Process

Inclusion and Reasonable Adjustments

Our approach to working is collaborative, welcoming, and encourages diversity in all its forms. We are committed to creating an inclusive environment where every applicant has an equal opportunity to showcase their talents and abilities. This includes making adjustments for candidates with specific needs. Please contact us at recruitment@rfi.ac.uk to discuss your requirements confidentially.

How to apply

To apply for our vacancies, you need to create an account. To register, please visit our [website](#). To browse all available employment opportunities at the Franklin, please visit our current vacancies page [here](#).

Acknowledging your application

Once you have submitted your application, you will receive an automatic email confirmation. You can check the progress of your application or change your contact details at any time by logging into your account. For any questions regarding applications please contact recruitment@rfi.ac.uk

Outcome of applications

We aim to provide an update on the status of your application within 6 weeks of the closing date of the vacancy. We may receive a large volume of applications for our vacancies, so it might not always be possible individually to every application.

Applications should refer to our [Candidate Privacy Policy](#)

Informal enquiries can be addressed to recruitment@rfi.ac.uk



Dr Becky Nadal
Strategic Projects Manager
[View Profile](#)