

Title: ISCF Resource and Planning Manager
Band: UKRI Band E
Salary: £38,318 - £42,576 gross per annum
Reports to: ISCF Portfolio Manager
Location: Swindon (office based)
Contract: Fixed Term (2 Years)
Hours: Full-time

The Organisation:

Innovate UK is a partner organisation within UK Research and Innovation:

UK Research and Innovation (UKRI) is a new entity that brings together nine partners to create an independent organisation with a strong voice for research and innovation, and a vision to ensure the UK maintains its world-leading position in research and innovation.

Innovate UK is the UK's innovation agency:

Innovate UK works with people, companies and partner organisations to find and drive the science, technology, business models, process and commercial innovations that will grow the UK economy - delivering productivity, higher value jobs and exports. Our aim at Innovate UK is to keep the UK globally competitive in the race for future prosperity.

For further information and to stay updated on our latest news visit www.gov.uk/innovateuk, follow us on [Twitter](https://twitter.com/innovateuk) at @innovateuk or subscribe to our [YouTube channel](https://www.youtube.com/InnovateUK) at www.youtube.com/InnovateUK.

Context:

The Industrial Strategy Challenge Fund (ISCF) aims to bring together the UK's world-leading research with business to meet the major industrial and societal challenges of our time. This is part of government's £4.7 billion investment in R&D over 4 years.

By investing in and supporting UK businesses and researchers, the fund will ensure that research and innovation takes centre-stage in government's [Industrial Strategy](#).

Government has worked with businesses and academics to identify the core industrial challenges where:

- the UK has a world-leading research base and businesses ready to innovate
- there is a large or fast-growing and sustainable global market

Challenges are aligned with the Industrial Strategy's [4 grand challenges](#).

Job Purpose:

The role of the Resource and Planning Manager is to lead on the resource management of all resources across the ISCF portfolio. The focus will be to enable and mature the resource and planning function at portfolio level and across the Challenge programmes.

A priority will be establishing a framework and model for the people resources required to deliver the ISCF Portfolio, Challenges and constituent projects at each stage of the lifecycle. This includes

identification of skills, capability and capacity and working with HR and the relevant Councils and line managers to ensure recruitment and deployment is carried out to meet the resource plan.

The role will lead on the scheduling and planning capability across the ISCF portfolio as well as the Challenge programmes and projects. It will lead and mature the levels of planning across the challenges from high level down to detailed schedules, planning and critical path management, all linked to working resource modelling.

In addition, the role is to ensure that resources are balanced and flexed as appropriate to support successful delivery of the Challenges.

The resource manager will work closely with the Challenge Directors, Programme and Project Managers to ensure resource requirements are met. Resources should not be limited to just people and will include knowledge, equipment and/or facilities as needed.

Key Responsibilities and Accountabilities:

- Combine challenge and other associated plans to create a portfolio level plan and resource schedule to compare with resource availability and identify resourcing constraints
- Oversee the planning, development and implementation of resource and capability strategies across the ISCF Portfolio, working with internal and external stakeholders
- Assesses current resourcing plans at Portfolio and Challenge level to establish gaps or improvements for future resourcing strategies
- Provide guidance to senior staff on future resource planning
- Embed a consistent approach to resource planning across the ISCF Portfolio to support wider corporate planning activities linking into individual UKRI councils and the broader UKRI planning process
- Oversee all stakeholder relationships on resource and capability management, providing guidance to senior staff and linking key stakeholder groups
- Accountable for resource management plans and activities taking place across the portfolio ensuring appropriate reporting including feeding into risk management approaches
- Oversee the identification of resource levels, skills and competencies required and skill gaps for new and existing staff. Accountable for securing those resources and filling skills gaps
- Lead on schedule planning and development at the ISCF portfolio as well as programme challenge level from Level 0 to Level 5 plans. Capturing all key milestones, critical path and linked resource planning to mature planning and reporting.
- Advocate professional development and learning within the ISCF team related to project planning and resource management.

This is an outline description of the key responsibilities and accountabilities involved in the job. This is not an exhaustive list and the post-holder might be expected to undertake any other duties across the wider directorate, commensurate with the Band and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

Person Specification:

Qualifications:

Essential –

- Educated to degree level in a relevant discipline, or equivalent experience

Desirable –

- APM Registered Project Professional
- Managing Successful Programmes Practitioner
- PRINCE2 Practitioner
- Project Leadership Programme

Experience:

Essential –

- Experience of successfully leading resource and capability management on programmes or projects
- Experience of planning and scheduling project/programme activities and how this links to resourcing
- Experience of collating multiple plans and resourcing requirements into a coherent programme/portfolio plan
- Budget and cost management experience
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- Evidence of planning & scheduling resource requirements
- Strong evidence of the ability to influence and engage with a multitude of stakeholders, including at a senior level
- Experience of prioritising & resolving conflicting priorities

Desirable –

- Resource management of multiple major programmes
- Previously managed resource and capability of significant complexity recently in a non-project environment, for example a HR professional
- Experience of working in a complex and changing environment
- Experience of leading a team (whilst this role does not have a team, they will need to work closely across teams)

Skills:

- Strong written and verbal communication and influencing skills, able to convey complex information in an easy to understand way
- Strong stakeholder engagement skills
- Planning and scheduling

- Resource management
- Experienced with MS Project and MS Office, particularly Excel
- Budget and cost management
- Risk and issue management
- Governance
- Asset allocation
- Knowledge management
- Resolving conflicting priorities
- Able to deal with with ambiguity

Competencies:

As with all roles at Innovate UK applicants will need to demonstrate compatibility with and capability against our Core Competencies:

Thinking and Problem Solving – Stakeholder management – Communication skills – Influencing – Self-awareness/self-management – Strategic awareness – Working with others– Project management

Travel Requirements:

There may be the occasional requirement for national travel.