

Job Description

Job Title	Project Delivery Manager		
Directorate or Region	Wider Europe	Department/Country	Kazakhstan
Location of post	Almaty	Pay Band	G
Reports to	Deputy Director	Duration of job	2 years in the first instance

Purpose of job

To manage the direct and indirect delivery of a portfolio of projects under the [Newton – Al-Farabi Partnership Programme](#), so as to meet the British Council's objectives and targets in Kazakhstan, and the expectations of our partners.

Context and environment

The Newton – Al-Farabi Partnership Programme is a five-year, £20 million joint programme launched in 2014 by the UK Government and the Government of the Republic of Kazakhstan. Each side will provide equal funding.

The programme forms part of the Newton Fund, a £375 million fund administered by the UK's Department for Business, Innovation and Skills. The Newton Fund is part of the UK's Official Development Assistance (ODA) commitment. Through the Fund, the UK will use its strength in research and innovation to promote the economic development and social welfare of partner countries.

By working together on bi-lateral and multi-lateral programmes the UK and Kazakhstan hope to develop existing contacts and build strong, sustainable, systemic relationships in research and innovation.

The Newton – Al-Farabi Partnership Programme is coordinated by JSC Science Fund, for Kazakhstan, and the British Council, for the UK.

The programme will initially support capacity building, people exchange and joint centres, with a focus on six priority areas: Energy, Health and wellbeing, Agri-technology, Resilience and natural disasters, Ecology and the environment, and Food and water.

In future years it is intended that the programme will increasingly support UK-Kazakhstan research collaborations in these areas and the translation of innovation into commercial and social value.

Accountabilities, responsibilities and main duties:

- **Relationship Building**: Build and maintain relationships with national, UK and international stakeholders, partners, consultants and networks.
- **Programme Management and Delivery**: Design specific projects (whether as part of global / regional projects or local initiatives) and lead their delivery and evaluation.
- **Budget management**: Manage delegated project budgets to corporate standards.
- **Risk Management**: Identify, assess, report and monitor progress in addressing risks to the achievement of project objectives
- **Project Delivery Partners**: Establish and manage partnerships to deliver projects with the British

Council in Kazakhstan, in line with the strategic plan, and in order to meet country / regional audience targets.

- Marketing and Communications: Ensure that projects are marketed to the highest standards in print (press, publications), digitally (websites, social media etc) and at events, in collaboration with the country marketing and communications team.
- Partnership Development: Position the British Council as an essential partner within the public, non-governmental and private sectors. Research and develop key contacts in the education sector in Kazakhstan.
- Business Development: Significantly increase income (on-book and off-book) from a range of new and existing partners in line with the strategic plan of the British Council in Kazakhstan. Explore the market for new partnership opportunities and for the provision of Full Cost Recovery services by the British Council in Kazakhstan.
- Line management: Line-manage staff in line with corporate standards.
- EOD: Ensure that all projects and activities reflect the British Council's values and adhere to its Equal Opportunities and Diversity principles.
- Other Ad-Hoc Duties: As agreed between the post holder and their line manager. Perform reasonable duties on behalf of other colleagues during their absence on annual, sick or other special leave.

Key external relationships:

- BIS / UK Trade and Investment / British Embassy
- UK and Kazakhstani Higher Education Institutions
- UK science and innovation stakeholders
- Science and innovation stakeholders in Kazakhstan
- Science / education media in Kazakhstan
- Relevant corporates
- UK Newton Fund delivery partners
- Government of Kazakhstan science ministry and associated agencies

Key internal relationships

- Programme Manager, Newton – Al-Farabi Partnership Programme
- Director / Deputy Director Kazakhstan
- Director Science
- Marketing and Communications Manager Kazakhstan
- Other HE / science related teams, including project delivery teams in Kazakhstan and the region

Other important features or requirements of the job

Some national and regional travel. Some evening and weekend working remunerated with overtime payments or TOIL.	
Please specify any passport / visa and/or nationality requirement.	Must be able to work in Kazakhstan
Please indicate if any security or legal checks are required for this role.	Appropriate child protection assurance checks

Person Specification

	Essential	Desirable	Assessment stage
Behaviours	<p>Creating shared purpose Communicating an engaging picture of how we can work together (essential)</p> <p>Connecting with others Making regular opportunities to understand others (essential)</p> <p>Working together Establishing a genuinely common goal with others (essential)</p> <p>Being accountable Delivering my best work in order to meet my commitments (essential)</p> <p>Making it happen Delivering clear results for the British Council (essential)</p> <p>Shaping the future Looking for ways in which we can do things better (essential)</p>		<p>The following behaviours will be tested during the interview:</p> <p>Being accountable</p> <p>Making it happen</p>
Skills and Knowledge	<p>Project and contract management (level 1)</p> <p>Financial planning and management (level 1)</p> <p>Business management and development (level 1)</p>	<p>Marketing and customer service (level 1)</p> <p>Skills, knowledge and understanding of working safely with children</p>	Short-listing and Interview
Experience	<p>Experience of managing international education or science projects</p> <p>Experience of sub-contracting and managing project delivery partners</p> <p>Experience of project</p>	<p>Expertise in the higher education or science sector</p> <p>Experience of securing partnership funding from government, businesses, international and/or non-</p>	Short-listing and Interview

	management (including budgeting / financial management)	governmental organisations Experience of working with SAP	
Qualifications	Relevant university degree or equivalent experience	PhD / doctoral degree	Short-listing
Language proficiency	Fluent in English and Russian	Able to work in Kazakh	Short-listing

Submitted by	Programme Manager, Newton – Al-Farabi Partnership Programme	Date	June 2014
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