University of Edinburgh

1. Job Details

Job title: NeSC Project Officer

School/Support Department: Physics

Unit (if applicable): National e-Science Centre (NeSC)

Line manager: e-Science Institute (eSI) Deputy Director

2. Job Purpose

To act as external liaison for a number of NeSC projects and in particular:

- To co-ordinate the UK All Hands Meeting Conference [www.allhands.org.uk](http://www.allhands.org.uk)
- To manage dissemination for the European Grid project EGEE [public.eu-egee.org](http://public.eu-egee.org)

3. Main Responsibilities

1. Manage and oversee the design, production and distribution of dissemination and publicity material, in order to increase visibility and impact of NeSC and its projects.

   Approx. % of time: 15%

2. Liaise with University and external press officers to arrange press releases and work to ensure coverage of news about NeSC and the projects.

   Approx. % of time: 5%

3. Produce regular reports and statistics for central project offices, such reports forming part of the deliverables of the projects.

   Approx. % of time: 10%

4. Act as the organiser for the annual UK e-Science All Hands meeting – this major conference being one of the deliverables of the Centre.

   Approx. % of time: 50%

5. Attend conferences, summer schools and meetings, exhibitions, plan and organise events, give presentations on the work of the projects to promote their activity and encourage user take-up.

   Approx. % of time: 15%

6. Develop and maintain contacts and manage the record keeping enabling networking for the Centre and its projects to support its outreach activities.

   Approx. % of time: 5%

4. Planning and Organising

*Operational Level:* Manage the day to day problems that arise when organising a major annual academic conference at a remote site, while balancing the needs of other projects and dissemination deliverables and frequent travel to meet with collaborators and suppliers.

*Tactical Level:* Planning and production of dissemination materials for the Centre, projects and conferences, to be delivered on time in consultation with project partners.

*Strategic Level:* Major conferences require planning at least two years in advance – including booking of facilities, sourcing sponsorship, initial discussions with organising committees, suppliers and stakeholders.

5. Problem Solving

- Source venues for the All Hands meeting, for over 600 delegates, multiple parallel sessions, conference dinner, Wireless LAN for delegates and exhibition space for 30 booths each with 3 high speed LAN ports, as well as space for a poster session.
• Establish and keep live a network of contacts, communicating with 27 project partner organisations and 300 individual members, scattered all over Europe.
• Identify the correct target audience and appropriate publications or other distribution media for any training event or summer school.

6. Decision Making
The job holder is line managed by the eSI Deputy Director but as an expert in the area of outreach largely operates independently based on their understanding of the needs of the Centre and the projects.
• The logistics and pull together of suppliers and services for the All Hands meeting are made independently, as are decisions about publications and promotional materials.
• Budgeting for the All Hands meeting is made in consultation with the line manager.
• A major rebranding of the Centre or its projects would require consultation with senior management and/or project leaders.

7. Key Contacts/Relationships
• NeSC research, training and support staff on a day to day basis.
• Academics, researchers and project managers from the UK and the rest of Europe.
• Press officers (both internal and external to the University), publicity managers for journals and magazines and representatives of the Research Councils.
• Conference offices, design companies, printing services and other suppliers.

8. Knowledge, Skills and Experience Needed for the Job
• The job holder must have good organisational skills, be adaptable and self-motivated.
• Educated to degree level preferably in a scientific or information discipline or a different type of degree but with relevant post qualification experience.
• Experience in a customer service oriented environment and/or of working in an academic environment and/or of managing dissemination activities.
• Good oral and written communication skills are essential.
• The post holder should be an out-going person, who enjoys making presentations and meeting people and who is willing to market to potential participants to publicise workshops and seminars.
• Familiarity with MS Office and Adobe design and publishing software
• The job involves a significant amount of European travel and knowledge of a second European language would be of benefit.

9. Dimensions
• With over 30 million Euros of EU funding, EGEE has 27 partners and 300 members over five continents and has run over 200 training courses for 2500 attendees and a major summer school with 70 attendees every summer.
• The All Hands meeting is the UK’s premier e-Science event. Over 600 delegates from all research areas covering all of the Research Councils and e-Science Centres, as well as representatives and decision makers, meet for four days in a series of workshops and plenary sessions given by high profile international experts.
• The job holder does not have any line management responsibilities but project manages approximately 1 FTE of clerical staff in co-ordinating All Hands and producing dissemination material, as well as co-ordinating activities of key contacts and suppliers.

10. Job Context and any other relevant information
As well as supporting the two major projects already described which have very extensive requirements in this area as part of their deliverables, the job holder is involved in the general publicity and outreach activities of the Centre. Further, as the Centre evolves, the job holder has to be willing and able to take a full role in any changing requirements including taking on new projects as old ones reach their end.