University of Edinburgh

Job Description Template

1. Job Details

Job title: EGEE II Project Manager

School/Support Department: Physics

Unit (if applicable): National e-Science Centre

Line manager: Deputy Director for Training, Outreach and Education

2. Job Purpose

To act as Project Manager for the National e-Science Centre as Leaders for the NA3 (Network Activity 3) activity (training) in the EGEE-II Project. The Project Manager is responsible for delivering Edinburgh's commitments in the EGEE II project to a high standard within budget and timing constraints.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>Approx. % of time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>40</td>
<td>Overall management of NA3 Activity in EGEE II</td>
</tr>
<tr>
<td>30</td>
<td>Ensure EGEE II deliverables are met and presented correctly</td>
</tr>
<tr>
<td>20</td>
<td>NeSC Training Team group management</td>
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<tr>
<td>10</td>
<td>Developing and delivering training material</td>
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</tbody>
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4. Planning and Organising

The post holder will be required to plan and direct the activities of the NeSC personnel involved in delivering the EGEE II commitments, coordinating and directing the efforts of the 32 European partners in the EGEE II training activity, interact directly with the EGEE senior management and represent NeSC and the NA3 activity at EGEE Project Executive Board and all activity meetings.

5. Problem Solving

The post holder will be required to match the existing resources to highly challenging sets of requirements, which will normally exceed the capacity of available resources. Therefore a strong ability to identify priorities will be required.

6. Decision Making

The post holder will be expected to take the lead in deciding how best to meet the commitments for the EGEE II Training activity. The post holder will be expected to work independently most of the time and will be largely self-directed, direction provided on strategic issues.

7. Key Contacts/Relationships

The post holder will work closely with the NeSC Training Manager, NeSC Directors, members of the EGEE II Project Executive Board, international EGEE II partners and also senior management of other EGEE II activities.
8. Knowledge, Skills and Experience Needed for the Job
The post holder must combine a very strong technical understanding of more than one research domain (in addition to computing), excellent communication and interpersonal skills and a very strong understanding of management processes (ideally in a distributed environment). The Project Manager must have relevant academic attainment and considerable experience of software development (especially in a commercial environment) or IT training, as follows:

- Degree(s) in Computer Science, Software Engineering or other scientific disciplines.
- The successful candidate will be fluent in programming, including at least one of Perl, C, C++ or Java and practical experience and fluency in software engineering techniques.
- The Project Manager will have excellent organisational skills and will be capable of working independently, according to agreed plans and goals.
- The Project manager must be an excellent communicator in English—oral and written. The successful candidate will be expected to present the results of the training activities in international fora on a regular basis.
- Supervisory experience is required, e.g. of students or junior staff. They will be able to lead a team of two or more staff running a course or tutorial at a remote site.
- The Project Manager must be prepared to travel internationally on a regular basis.
- The Project manager must be able to develop a serious commitment to making the project a success.

9. Dimensions
The post holder will directly manage 6 staff within NeSC and 35FTEs (including those at NeSC) internationally. The activities of the post holder will affect the work of the 800 FTEs of the EGEE project and 1000 scientists internationally who are dependent on the provision of the EGEE infrastructure.

The post holder will be directly responsible for a budget of approximately 1.5 M Euro for the NA3 EGEE activity and cooperatively responsible for the 37.5M Euro budget as part of the EGEE senior management structure.

10. Job Context and any other relevant information
The job exists within the rapidly developing field of international grid computing. This requires a very significant level of technical understanding in computing but also a thorough understanding of the processes of international collaborative research in a wide variety of fields. The job is closely affected by, and may affect, EU science policy, UK science policy and the politics of international collaborative research.