1. Job Details

Job title: Project Manager
Planning Unit: EDINA
Unit (if applicable): Research and Geo-data Services
Line manager: Head of Research and Geo-data Service Delivery

2. Job Purpose

To manage high profile JISC-funded projects to their successful conclusion. Contribute to the preparation of tenders for new geographic information (GI) projects and services.

3. Main Responsibilities

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1. Draw up and implement project plans, setting project goals, scope, limitations and assumptions. Schedule tasks and predict workloads throughout projects. Establish and maintain an assessment of risk, registry of changes and issues resolution throughout the duration of projects.

2. Ensure high quality deliverables are produced to schedule and within the allocated budget through allocating and managing resources (expenditure, staff effort) including recruiting staff to projects as necessary.

3. Monitor progress of tasks and report on variances to plan with respect to milestones and deliverables. Refine and adjust project plans as necessary to keep project on track. Provide regular reports on progress and variances to plan to line management and funders as required.

4. Contribute to the success of projects as a whole via work on specific deliverables, contributions to discussions, meetings (this responsibility may involve overseas travel), problem solving, liaising with other projects and programmes as may be established by the funders.

5. Co-ordinate dissemination of project outcomes by producing reports, publicity material and articles in the appropriate channels, and through presentations at appropriate events. Produce final reports and evaluation of projects.

6. Track, monitor and keep up to date with the relevant geospatial domain including relevant research, standards and specifications.

7. Gather intelligence on business opportunities for EDINA, contribute to preparation of tender responses and assist in negotiations for funding.

4. Planning and Organising

The post-holder is responsible for planning the workload through whole project life cycle. Depending upon the project, the post-holder may be responsible for a project team, allocating tasks to team members and ensuring that such tasks are completed on time. Project teams are transient, vary from project to project in size, and are made up from members of staff from different functional areas of EDINA. Such teams may also contain external consultants with first line reporting to the post-holder.

The post-holder is expected to be able to forward plan their work (and that of other staff) over a period of up to 6-12 months, but have an involvement, via the Head of Geo-data Service Delivery, in forward planning over an extended period. The post-holder contributes substantially to the constant re-prioritisation of the project work load. A strong ability to identify priorities is required.
The post-holder discusses extensions of funding for projects with JISC and EDINA staff, plans the proposals that will be made with partners and other external participants, writes and agrees drafts with partners, and submits the final proposals.

5. Problem Solving
It is expected that the post-holder should be able to solve most problems arising within her team independently. Any which cannot be solved will be referred in the first instance to the Head of Geo-data Service Delivery. The post-holder will need to resolve conflict resolution of competing priorities within project constraints.

6. Decision Making
Routine operational aspects of project execution are devolved to the post-holder and require a significant degree of autonomy and judgement. Decisions of potential strategic impact or involving significant digression from project plans require wider consultation, initially with the project team and Head of Geo-data Service Delivery – the post-holder’s opinions will be critical in determining outcomes. The post-holder is expected to assess risks and consider staff resource constraints before providing advice in their area of expertise to more senior colleagues.

7. Key Contacts/Relationships
Colleagues within EDINA. Project partners. Also institutions and organisations across the UK other than UoE who have a stake in the project. These (potentially) include staff in UK HE institutions, the funder (primarily JISC), research centres, other public sector organisations or private companies. Project specific relationships may also apply e.g. international contacts.

The post-holder will be required to participate in national and international conferences, workshops and other dissemination events in order to present research results (this responsibility may involve overseas travel).

8. Knowledge, Skills and Experience Needed for the Job
A postgraduate degree in an area of geospatial science and an appropriate level and breadth of experience. The post-holder must have experience of project management and of working in and leading project teams, including managing the relationship between technical staff and other stakeholders. An understanding of the following is required: geographic information and its use within the education sector, both in the UK and more widely; data and service interoperability issues; geospatial standards; geographic information systems, digital rights management. Personal attributes will include excellent communication, organisation and IT skills, the ability to meet deadlines, present information and to conduct effective internal and external relations. The ability to solve problems in a timely and effective manner, often under pressure, is essential.

9. Dimensions
Manage 2 FTEs under current Project Manager role.
Project contract c. £110k (2005/6).
Project management requires liaising with multiple external consortium partners.
Management of multiple items of work commissioned to external consultants.
Regular presentations at national and international conferences; Occasional publications.

The post-holder will be required to identify, cost and bid for resources for, and to manage any budget subsequently assigned to a project. The post-holder is required to produce quality written documents and make regular presentations on project progress within and external to the University.

10. Job Context and any other relevant information
The activities of EDINA have high profile, nationally and internationally. A particular area of focus for this post currently is digital repositories which is an important area for universities at present.

The post-holder must be confident and competent in operating in a technical environment and providing advice to project partners and senior management. Domain geospatial data and related technologies and mainstream IT trends) is required in order to fulfill the demands of the position. The role is quite a public one representing EDINA and UoE beyond local confines.