University of Edinburgh

Job Description: Project Manager

1 Job Details

Job title: Project Manager
School: School of Physics
Unit: National e-Science Centre
Line manager: Deputy Director

2 Job Purpose

To manage research computing projects that involve several partners both within and outwith the University. To ensure that the scientific results are achieved and deliverables are produced according to schedule.

3 Main Responsibilities

1. Produce and maintain project plans, issue lists, manage risks, etc to ensure that the project achieves its goals 30

2. Co-ordinate contributions from project staff and other stakeholders located locally and at remote institutes so that the partners work together 30

3. Convene and run all project meetings to ensure their smooth operation 20

4. Ensure that project results are suitably disseminated, including demonstrations, research papers, technical reports and WWW material and so to contribute to the success of the centre 10

5. Ensure that project reports are prepared and delivered to the project management board and to funding bodies 10

4 Planning and Organising

- Plan detailed project work up to 12 months ahead, taking into account internal and external factors.
- Plan detailed team activities and supervise partners on a regular basis.
- Plan external meetings, reviews and workshops as required.
- Financial management of project resources including budget monitoring and procurement of equipment.
- Contributing to research papers and technical reports.

5 Problem Solving

- Work with the project team to solve technical and design problems.
- Negotiate with external collaborators and clients to understand and prioritise goals and requirements.
- Perform detailed risk analysis and produce active risk management plans for projects.
6 Decision Making
- Decide how best to deploy resources – staff, computing resources, cash budgets – within a project to meet changing requirements.
- Decide on necessary tradeoffs within a project, for instance between time and scope.
- Make recommendations to Principal Investigator for major decisions that have significant implications for a project’s financial budget or timescales.

7 Key Contacts/Relationships
- With internal and external project partners on project requirements and novel technical solutions to computing problems.
- With users of the project’s software to evaluate suitability for purpose.
- With other researchers in the field via conferences and workshops.

8 Knowledge, Skills and Experience Needed for the Job
- At least 3 years experience of project management processes, including planning, tracking and risk assessment.
- A degree or equivalent in science, engineering or a related discipline.
- An understanding of the application of research computing to complex applications.
- A practical knowledge of the application area.
- The personal skills needed to manage the efforts of a distributed team.
- Ability to communicate well and promote the results of the project.
- Willingness to travel in the UK and overseas.

9 Dimensions
- Project manage 5-10 people in many institutions.
- Budget responsibility for projects totalling around £250,000 - £500,000 p.a.
- Interact with a wide range of external technical contacts.

10 Job Context and any other relevant information
- Project managers have a large degree of autonomy working with external partners and thus a significant amount of responsibility.
- NeSC operates within a fast-moving, highly technological field and has an enviable reputation both nationally and internationally.