University of Edinburgh

Job Description: Project Manager

1 Job Details

Job title: Project Manager
School: School of Physics
Unit: EPCC
Line manager: Group Manager

2 Job Purpose

Manage technology transfer and research projects in the Applications Group at EPCC, for academic and commercial clients both within and without the University.

3 Main Responsibilities

1. Project manage novel technology projects so that results are delivered to external clients in a timely fashion and within budget 30

2. Provide technical leadership on projects to ensure best practice and effective technology solutions are employed 25

3. Line manage EPCC staff to provide for career development and pastoral care 15

4. Communicate effectively with collaborators, clients and students to disseminate knowledge and enhance the reputation of EPCC and the University 15

5. Provide Quality Assurance for project deliverables to ensure customer satisfaction 15

4 Planning and Organising

- Plan detailed project work up to 18 months ahead, taking into account internal and external factors (for instance rearranging project schedules to account for late delivery of third-party software).
- Plan detailed team activities and supervise teams on a weekly basis.
- Plan external meetings, reviews and workshops as required.
- Contribute to generation of funding for new projects through coordinating bids and/or workplans.

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 Group Manager for major decisions that have significant implications for a project’s financial budget or timescales.

7 Key Contacts/Relationships
- Represent the University to external academic and commercial clients.
- Represent the University to funding bodies such as the EU, RC UK, SE.
- Represent the University at national and international level in project technical fields, for instance at conferences, workshops and by general contacts.

8 Knowledge, Skills and Experience Needed for the Job
- At least 3 years experience of project management processes, including planning, tracking and risk assessment.
- High quality technical programming and design skills and experience of HPC or novel computing.
- Significant line management experience.

9 Dimensions
- Job-holder has 3-4 line staff and up to 6 project staff reporting directly within EPCC.
- Job-holder may also have up to 6 project staff from other collaborating organisations reporting directly (project dependent).
- Job-holder has budget responsibility for projects totalling around £300,000 p.a.
- Job-holder will work with 1-3 major external client organisations p.a.

10 Job Context and any other relevant information
- This job is very outward-facing. Job holders have a large degree of autonomy working with external clients and thus a significant amount of responsibility.
- EPCC operates in a very fast-moving, highly technological field.
- Most of the centre’s funding is self-generated and so we have tight financial constraints; the job-holder must ensure that their projects operate successfully within these constraints.