University of Edinburgh

Job Description

1. Job Details

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

2. Job Purpose

- Undertake business development with the aim of acquiring access to new datasets or the provision of new online services to the UK academic community.
- Manage high profile JISC-funded projects for roll out of new services to their successful conclusion.

3. Main Responsibilities

<table>
<thead>
<tr>
<th>% of time</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>10</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

1. Gather intelligence on business opportunities for EDINA. Analyse and prepare business cases for new services. This includes examining existing service providers’ services, pro-active liaison with management within government funded organisations, commercial data vendors and JISC, aiming to acquire HE/FE access to core geospatial datasets; identifying new users and markets for services or data products; determining business models and pricing strategies.

2. Prepare responses to invitations to tender and assist in contract negotiations for funding.

3. Create and implement project plans for roll out of new services, setting goals, scope, limitations and assumptions. Schedule tasks and predict workloads throughout projects. Establish and maintain risk assessment, change registry and issues resolution throughout the project’s life. Monitor progress of tasks and report on variances to plan with respect to milestones and deliverables.

4. Ensure high quality deliverables are produced to schedule and within the allocated budget through allocating and managing resources.

5. Contribute to the success of projects as a whole via work on specific deliverables, contributions to discussions, meetings, problem solving, liaising with other relevant services and service providers.

6. Co-ordinate dissemination of project outcomes by producing reports, publicity material, articles and presentations.

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. 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.

The post-holder discusses opportunities for new services 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
The post-holder must be innovative and demonstrate a range of problem-solving skills. The post-holder should be able to solve most problems independently. He must be able to respond to invitations to tender by discerning the business rationale and relevancies to EDINA and identifying strengths, weaknesses, opportunities and threats in a timely fashion. The post-holder must meet deadlines and manage risk given unforeseen technical and staffing issues and implement contingency plans to maintain the project schedule. The post-holder will need to resolve conflicts of competing priorities within project constraints. Any problems that cannot be solved will be referred in the first instance to the Head of Geo-data Service Delivery.

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 require wider consultation, initially with the project team, the Business Development Workgroup Leader and Head of Geo-data Service Delivery.

7. Key Contacts/Relationships
Colleagues within EDINA in other teams and other project partners. Also organisations across the UK other than UoE who have a stake in the project. These include staff in UK HE institutions, the funder (primarily JISC), research centres, other public sector organisations or private companies. The post-holder will contribute in discussions with potential external partners and internal University staff to identify new opportunities. The post-holder will be required to participate in national and international conferences, and other dissemination events.

8. Knowledge, Skills and Experience Needed for the Job
A postgraduate degree in an area of geospatial science. The post-holder must have experience of project management and of working in and leading project teams which include external organisations, 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; service development issues; geographic information systems. The post-holder requires a strong business and outreach oriented focus with business analytical skills. He must be capable of functioning at both technical and strategic level and should be familiar with how the JISC IE operates and how institutions function. 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.

9. Dimensions
Project contract c. £42k (2005/6)
The post-holder is expected to manage internal and external staff in relation to any project which the post-holder is assigned to lead. It is not possible to provide a definitive list of staff under the post-holder’s supervision because project teams are transient and vary in size and composition from project to project. They may contain members of staff from different functional areas of EDINA and external consultants with first line reporting to the post-holder.

The post-holder must identify, cost and bid for project resources and subsequently manage those resources. During any project’s life, the post-holder is required to produce quality written documents and make regular presentations on progress within and external to the University.

There are national and international dimensions, through engagement with formal partners or collaboration with other organisations. The services that become available as a result of successful projects will be formally measured by service level agreements, available 24/7, and will be key resources for staff, students and researchers at UK universities and colleges.

10. Job Context and any other relevant information
The activities of EDINA and its performance have high profile, nationally and internationally. The post-holder must be confident and competent in operating in a technical environment. Domain specific expertise (in geospatial data and related technologies and mainstream IT
trends) is required in order to fulfil the demands of the position. The role is a public one representing EDINA and UoE beyond local confines.