University of Edinburgh

Job Description: Group Manager

1 Job Details

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

2 Job Purpose

To provide leadership and to oversee EPCC’s projects principally in the fields of software development, technology transfer and High Performance Computing. To deploy EPCC staff and resources on named projects and to assist in the formulation and implementation of EPCC’s overall technical strategy. To manage staff and projects for academic, industrial and commercial clients, both within and without the University.

3 Main Responsibilities

1. Manage Staff and Resources within EPCC’s Applications Group to ensure projects have the means to deliver on EPCC’s technical strategies. 20%

2. Participate in the General Management of EPCC through management committees etc. to help EPCC meet its overall strategic goals. 15%

3. Line Management of members of EPCC staff, including responsibility for career and job development and for performance appraisal. 15%

4. Project Manage novel technology projects, including planning, budgeting and scheduling to ensure quality and timeliness of deliverables. 30%

5. Generation of proposals and follow-on projects to help provide ongoing funding for the centre’s activities. 10%

6. Communicate effectively with EPCC management and clients, including research councils and other funding bodies to enhance the reputation of the EPCC and the University of Edinburgh 10%

4 Planning and Organising

- Plan the effective deployment of staff and other resources across EPCC’s portfolio of technical projects, forecasting over the next 1-2 years.
- Plan detailed project work up to 18 months ahead and detailed team activities on a weekly basis.
- Assist in planning other operational aspects of EPCC’s activities – overall budgets, space allocation, strategy implementation and publicity.
- Plan for replacement funding over a 1-2 year cycle.
- Supervise staff and postgraduate students through weekly and/or monthly meetings.

5 Problem Solving

- Solve cross-project and group-wide resourcing and staffing problems as they arise.
- Negotiate with external clients to understand and prioritise goals and requirements.
6 Decision Making
- Perform detailed risk analysis and produce active risk management plans for projects.
- Decide how best to deploy group resources to meet project requirements.
- Decide how best to deploy project resources – staff, computing resources, cash budgets – to meet changing project requirements.
- Decide on necessary project tradeoffs, for instance between time and scope.
- Exercise quality assurance of deliverables within projects.

7 Key Contacts/Relationships
- Represent the University to external academic and commercial clients, and to Research Councils and other 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 5 years project management experience using formal methods, including planning, tracking and risk assessment.
- Significant line management experience.
- High quality technical design and programming skills.
- At least 5 years experience in HPC or novel computing, being able to demonstrate significant contributions to national and international activities in these areas.
- Postgraduate degree in a science, engineering or computing discipline.
- High quality teamwork, communication and people skills.

9 Dimensions
- Management responsibility for 8-15 staff.
- Direct line management of 3-5 staff, including Project Managers, Principal Consultants and Architects and indirectly for up to 10 staff.
- Supervision of 4-10 project staff within EPCC and/or from other collaborating organisations reporting directly (project dependent).
- Overall responsibility for at least 5 projects worth up to £1 million p.a., and particular direct responsibility for at least 2 projects.
- Teach and assess postgraduate students (approx 25 students).

10 Job Context and any other relevant information
- EPCC operates in a very fast-moving, highly technological field and the job-holder assists in ensuring that the technical direction is up-to-date.
- Most of the centre’s funding is self-generated and we have tight financial constraints; the job-holder must ensure that projects operate successfully within these constraints.