University of Edinburgh

Job Description Template

1. Job Details

Job title: e-Infrastructure Policy Advisor

School/Support Department: Physics

Unit (if applicable): NeSC

Line manager: Director, National e-Science Centre

2. Job Purpose
(Normally no more than 2 or 3 sentences)

To enable information exchange, policy development and other collaboration between the JISC and NeSC on behalf of the UK e-Research community. To liaise with the JISC on matters of e-Infrastructure requirements, and to ensure the UK e-Research community benefits from JISC developments.

3. Main Responsibilities
(Normally between 4 and 10. Percentages should total at least 95% (and no more than 100%))

1. Ensure effective communication and collaboration between JISC and NeSC, and between JISC and e-Research community. 20

2. Gather intelligence and requirements for future e-Research and e-Infrastructure need in order to inform the JISC executive, JCSR and other relevant committees in policy making. 20

3. Lead studies and analyses of strategic requirements and opportunities, and produce reports distilling findings to inform policy making. 20

4. Develop an understanding of JISC, its commitments, programmes and services in order to disseminate opportunities and hence benefit the UK e-Research community. 20

5. Identify requirements for JISC community staff development in respect of and create a programme to deliver them. 20

4. Planning and Organising

The Advisor is responsible for planning and organising all aspects of the work needed to execute the responsibilities and achieve the objectives of the post. The Advisor will consult with senior NeSC staff (director and deputy directors) from time to time.

5. Problem Solving
The Advisor is required to exhibit a very high level of problem solving in a technically complex international environment (the global development of grid infrastructures to support research). Such problem solving may encompass identification of gaps in technology through to evaluation of fitness for purpose of components.

6. Decision Making

The Advisor is expected to take most decisions needed to carry out the role, with occasional need to confirm with the Director.

7. Key Contacts/Relationships

Director and deputies of NeSC
Chief Executive of JISC
Chairs of JISC committees (JCSR, JCN, JIE) and members of committees
JISC secretariat and programme managers
Senior e-Researchers in UK and internationally
Standards bodies such as GGF
Leading grid technology developers such as Globus, Condor, EGEE
National Grid services and other non UK grids.
... and many other national and international bodies.

8. Knowledge, Skills and Experience Needed for the Job

- Postgraduate Degree in Computer Science.
- Several years experience in use of advanced computing facilities for research.
- A wide experience and understanding of the academic and research communities that JISC and NeSC jointly seek to support
- A demonstrable interest in enhancing the UK e-Infrastructure to benefit e-Research
- The organisational, interpersonal skills and self confidence to initiate and conduct a programme of consultations and visits with senior people.
- The ability to effectively assimilate and report upon community requirements.
- The ability to write technical and policy documents.
- Self motivation.
- Track record of delivery at equivalent level.

9. Dimensions

This post is typical of national responsibility posts in that the dimensions are all external to the University and concern peer relationships with other directors and influential people within the UK research community. Examples are:
- Chief Executive of JISC (JISC is agency of HEI funding councils) and to Director of National e-Science centre and approx 6 JISC programme managers.
- National infrastructure groups such as National Grid Service, Grid operations centre and OMII directors.
- Requires relation with and respect of many e-Researchers within UK and more in Europe and USA.

10. Job Context and any other relevant information
The role of this post is to enable collaboration, information exchange, and policy making between the NeSC and the JISC on behalf of the UK e-Research community. The Policy Advisor will inform the JISC on matters of e-Research and e-Infrastructure requirements within the UK. The Policy Advisor will inform the e-Research community of the work of the JISC and the initiatives it supports. The Policy Advisor will help create and implement strategies for directing, developing and delivering an e-Infrastructure which will underpin research and integrate well with educational e-Infrastructure. These strategies will be in the context of the government’s strategy, defined in “Science & innovation investment framework 2004-2014, July 2004”, endorsed by the Treasury, the DTI and the Department for Education and Skills. Of particular relevance are sections 2.11 and 2.25 of that document. The alliance will also contribute to achieving all of JISC’s five strategic goals, set out in “JISC Strategy 2004 to 2006”, http://www.jisc.ac.uk/index.cfm?name=strategy_jisc_04_06.