

JOB DESCRIPTION
Programme Manager
Vacancy Ref: N770

Job Title: Project Manager	Present Grade: 6S
Department/College: Engineering	
Directly responsible to: Prof. Claudio Paoloni	
Supervisory responsibility for: N/A	
Other contacts	
Internal: Departmental Staff at Engineering and School of Computing and Communication, Research Office	
External: TWEETHER Consortium partners (Thales ED, Bluwan, OMMIC (France), Goethe University of Frankfurt and HFSE (Germany), Fibernova and University of Valencia (Spain)), EU Commission, suppliers and other partners.	
Major Duties:	
<p>EU Horizon 2020 project TWEETHER - Travelling wave tube based w-band wireless networks with high data rate distribution, spectrum & energy efficiency is coordinate by Lancaster University and includes seven international partners.</p> <p>The Project Manager will be responsible for the administrative and financial management of the project, the distribution to participants of all financial information, the preparation of financial statements and the appropriate record of the relevant documentation, the distribution of all payments received from the Commission, the management of audit requirements and for assisting the Coordinator in communicating with the EU Project Officer. The Project Manager will operate six-monthly checks on the financial performance of TWEETHER and will collect summary statements of expenditure from all participants.</p> <p>The Project Manager will maintain an overview of the financial performance of the project at any given time and will assist in meaningful forecasting for the consortium as a whole.</p> <p>The Project Manager will respond directly to the Coordinator and is a member of the Project Management Team. It is a part time role (30%)</p>	
The role includes:	
<ol style="list-style-type: none"> 1. Management of the project budget. 2. Production of all documentation required for the project management 3. Responsible for day to day management of the project from formation to ongoing delivery including arranging appropriate meetings. 4. Responsible for ensuring effective communication of the project aims, objectives, processes and issues to all internal and external bodies involved in the project. 5. Verification of the status of the project in line with the Grant Agreement 6. Liaise with external partners, including initial contact with new potential partners. 7. Familiarity with and communication via computer technology – for example, use of databases; email; word processing; University systems, Agresso costing tool. 8. Prepare and arrange printing of project information leaflets/brochures/notes as demanded by the project needs 9. Liaise with external bodies to disseminate project results to non-academic organizations 10. Prepare materials for press release in collaboration with the LU Press Office and external partners 11. Management of dissemination activities including: arranging videography, press visits, demonstrations at trade fairs, etc. as required by the demands of the project 12. Maintenance of confidentiality of information; it will be necessary to comply with requirements related to the Data Protection Act. 	

