

JOB DESCRIPTION Vacancy Ref: A2051

 Job Title:
 NG-CDI Project Manager
 Grade: 7P (0.5FTE)

 Department/College:
 School of Computing and Communications

 Directly responsible to:
 Professor Nicholas Race (PI, NG-CDI)

 Supervisory responsibility for:
 N/A

Other contacts

Internal:

Academic and administrative staff in the School of Computing & Communications (SCC), Mathematics & Statistics and Data Science Institute; Research projects support team in SCC; Research Support Office; Contracts Office; Departmental and Faculty staff; Financial Services; Human Resources; Conferences & Catering; NG-CDI Researchers

External:

NG-CDI co-investigators and their research groups; BT; External academics (e.g. academic advisory board members); External industry (e.g. impact board members); External Auditors; Suppliers; Conference organisers; UKRO; Hotels; EPSRC and other funding bodies; other administrators at partners; learned societies; visitors; etc.

Major Duties:

Project Management

- 1. Provide pro-active support to the PI and the NG-CDI Executive Management Committee (EMC) in delivering the NG-CDI programme of research
- 2. Responsible for the day-to-day management and monitoring of the project
- 3. Responsible for ensuring effective communication of the project aims, objectives, processes and issues to all internal and external partners involved in the project
- 4. Preparation of management reports and presentations for the EMC, funders and other bodies including the Academic Advisory Board (AAB) and Impact Boards (IB)
- 5. Service all NG-CDI project meetings including the EMC, AAB and IB (e.g. preparation of agendas, documentation of outcomes and actions)
- 6. Maintain effective communication channels and develop effective working relationships with project partners
- 7. Maintain effective systems for the project to ensure accurate record storage and oversee funding distribution in accordance to agreed budgets and EPSRC guidelines
- 8. Liaising with the SCC research projects team and central Research Support Office on financial and administrative aspects of the grant
- 9. Liaising with the LU Contracts Office on contractual matters
- 10. Respond to queries from partners regarding non-technical, management and administrative matters
- 11. Organisation of project workshops, meetings, and other events as required
- 12. Strategic planning, organization and facilitation of the project's engagement and dissemination events
- 13. Maintain and update the project's website and social media outlets
- 14. Collation of research outputs (papers, software) arising from the project's work
- 15. Attendance and presentations at relevant meetings nationally and internationally
- 16. To undertake other duties commensurate with the grade of the post as directed by the PI

Financial Management

- 1. Management of the overall NG-CDI project budget
- 2. Preparation of financial reports and presentations for the EMC, funders and other bodies such as the Academic Advisory Board (AAB) and Impact Boards (IB), liaising as required with the SCC Research Projects team, Research Support Office, BT and external NG-CDI project partners
- 3. Preparation of documentation for audits, liaising with external NG-CDI partners and auditors
- 4. Day-to-day financial management of the Lancaster budget, working with the SCC Research projects team to raise invoices, purchase orders, visa payments, overseas payments, processing claim forms, etc.
- 5. Reconciliation of documentation against monthly reports, collating paperwork, noting errors and taking appropriate action
- 6. Collation of documentation from partners as required and ensure timely submission to the EMC