JOB DESCRIPTION
Administrator - National Nuclear User Facility (NNUF)
Vacancy Ref: A2942

Job Title: Administrator - National Nuclear User Facility (NNUF)  Present Grade: 7P

Department/College: Engineering

Directly responsible to: Lancaster Principal Investigator for the NNUF Management Grant

Supervisory responsibility for: Occasional casual staff

Other contacts

Internal:
Research Services (Post-award), Finance, Procurement, Central Administration and, occasionally, Facilities.

External:
The investigators on the NNUF Management Group grant (Manchester & Oxford), NNUF awardee institutions, representatives from BEIS and EPSRC, user organisations.

Job Purpose:

The post is funded by the Engineering and Physical Sciences Research Council as part of the Management Grant for the National Nuclear User Facility (NNUF) project. NNUF is a large (£100M) investment in the UK’s nuclear future, providing state-of-the-art experimental facilities for research and development in nuclear science and technology. NNUF was established to support the Government Nuclear Industrial Strategy launched in March 2013 and has been running successfully for several years. Phase 2 will support 15 – 20 new projects in UK universities and national laboratories, some of them large and complex. The project sponsor, the Department for Business, Energy and Industrial Strategy (BEIS), have determined that a Management Group (MG) be established. The MG has two main roles: to oversee the timely and cost-effective delivery of these projects, including regular reporting to the project sponsors, and to set up and manage a national access scheme for UK researchers to undertake research on the new facilities as they come on-line. £6.5M of funding is available to award in the research support scheme. The Management Group comprises 3 academic investigators in Oxford, Lancaster and Manchester Universities, supported by 2 administrative posts in Oxford and Lancaster.

Working closely together, the 2 administrator posts will be responsible for administrative and financial support of all aspects of the NNUF MG role as defined below. This will involve interaction with the Principal Investigators (PIs) of the new NNUF grants, with the stakeholders, external project management providers, and with applicants for the access scheme. A process to solicit, manage and process payments for the access scheme will have to be devised. The principles of the research support scheme agreed with the sponsors are:

- That a process is established to ensure that the widest possible range of facilities are used by researchers from the largest possible number of institutions.
- That scrutiny of the access applications be undertaken by the Management Group and a small team of external advisors.
- That a quarterly application round be established as the new facilities start to become available (first round in April 2020 for access in period June – Sept 2020).
- That the commitment of research support funds be tracked on a monthly basis.
Major Duties:

1. Provide administrative and financial support to the NNUF Management Group (MG) Investigators for all aspects of the NNUF project, including planning with EPSRC for future allocation panels as funds become available.

2. Provide information, analysis and support to the investigators on the NNUF MG grant, and where appropriate to Research Services (post-award) and Finance.

3. Prepare, collate and circulate periodic reports on progress on the NNUF second-stage projects allocated to Lancaster for oversight (£62M in total across the three universities on this award), including text and inputs received from NNUF project holders. Present reports in a format comprehensible to government and funding agencies.

4. Working with the Oxford NNUF administrator devise a process to solicit, manage and process payments for the access scheme according to the principles agreed with the sponsors.

5. Be aware of, and deal appropriately with, sensitive issues of commercial confidentiality associated with some of the projects.

6. To act as primary contact for the research-related financial and post-award queries at Lancaster, internally and externally in relation to the grant, updating the financial management system and creating electronic files of auditable quality, cost and monitor staff commitments on the project, identify invoicing issues and resolve ambiguities in the grant.

7. Proactively organize project management meetings required by the sponsoring organisations for the NNUF projects, liaising with NNUF grant holders and Expert Panel and Project Management team members. Write and circulate agenda and meeting minutes and ensure action points from minutes are acted upon by the relevant personnel.

8. Provide the Lancaster PI with support on related research activities, including travel and meeting arrangements.

9. Liaise with the Lancaster PI concerning day-to-day management and monitoring of expenditure on the Lancaster component of the NNUF MG grant, ensuring that all administrative processes run smoothly and efficiently in conjunction with post-award processes within the Lancaster.

10. Liaise with the Departmental and University purchasing to ensure all external contracting activity conforms to university standards and the University Procurement Strategy.

11. Maintain records of individual contractual arrangements and liaise on contractual matters with other universities as necessary.

12. Prepare financial reports for the Investigators and sponsors, and other bodies as required.

13. Liaise closely with appropriate financial staff in universities and national laboratories, establishing and updating access rates, and maintaining a monthly register of funding allocated.

14. Establish and maintain good working relationships with MG Investigators and administrators, all holders of NNUF grants, and their administrative teams, and the sponsors, EPSRC and BEIS to ensure that NNUF is well-known both internally and externally as a flagship project.

15. Help develop and support the NNUF website and marketing literature.

16. Organise attendance at national/international meetings, symposia, conferences for sharing information about the NNUF project. As appropriate, to attend these meetings as the NNUF MG representative.

17. Acting as the formal first contact for enquiries about the NNUF project at Lancaster.

18. Any similar duties, appropriate to the grade, as required by the Research Services post-award with agreement of the PI at Lancaster.

19. Where appropriate, support the Department through involvement in outreach, alumni and development activities.