

JOB DESCRIPTION
Vacancy Ref: A3247

Job Title: TAS Security Node (TAS-S) Project Manager	Grade: 7 (0.5FTE)
Department/College: School of Computing and Communications	
Directly responsible to: Professor Neeraj Suri (PI, TAS-S)	
Supervisory responsibility for: N/A	
<p>Other contacts</p> <p>Internal: Academic and administrative staff in Security Lancaster; Financial Services; Human Resources</p> <p>External: TAS-S co-investigators and their research groups; TAS Hub and nodes; External academics + External Industry (e.g. TAS-S supporters and external board members); Conference organisers; EPSRC</p>	
<p>Major Duties:</p> <p>Project Management</p> <ol style="list-style-type: none"> 1. Project support (management and administrative) to the PI, TAS-S members and TAS Hub/nodes 2. Responsible for the day-to-day management and monitoring of the project 3. Responsible for internal and external project dissemination and engagement activities. 4. Organization of project workshops, meetings, and other events as required 5. Support for reports, presentations and project public outcomes (papers, software, tools,...) 6. Maintain and update the project's website and social media outlets 7. Support (e.g. attendance) at relevant meetings nationally and internationally 8. Liaising with LU's research support on financial and administrative aspects of the grant 9. Liaising with the LU Contracts Office on contractual matters 10. To undertake other duties commensurate with the grade of the post as directed by the PI <p>Financial Management</p> <ol style="list-style-type: none"> 1. Management of the TAS-S project budget 2. Day-to-day financial management of the Lancaster budget and working with Research Support 	