JOB DESCRIPTION
Project Manager
Vacancy Ref: A3568

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Centre Manager</th>
<th>Present Grade: 7P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Centre for Research and Evidence on Security Threats</td>
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<td>Directly responsible to:</td>
<td>Executive Director</td>
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<td>Supervisory responsibility for:</td>
<td>CREST Administrative Assistant; CREST Personal Assistant</td>
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<td>Other contacts</td>
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<td>Internal:</td>
<td>Staff across the University and staff in University central administration</td>
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<td>External:</td>
<td>National and international government stakeholders, ESRC, industry stakeholders, public</td>
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**Major Duties:**

1. **Administrative management:**
   a) Establish clear working practices for management of the Centre amongst the Centre Management Team and Project Partners, including financial and delivery reporting mechanisms, and quality assurance measures;
   b) monitor compliance with grant conditions and agreements with partners; ensure that all contractual obligations are met;
   c) develop, monitor, and manage the risk register;
   d) contribute to overall project strategy and contingency planning;
   e) be innovative in finding creative solutions when unforeseen challenges arise.

2. **Financial management:**
   a) Monitor the overall budget (£4.8m over 3 years) and the financial and inkind commitments from project partners;
   b) monitor invoices, ensuring (as far as is practical) that the claims are compliant and accompanied by relevant deliverables. Act as gatekeeper regarding claims that are not completed to standards;
   c) provide regular updates and analysis of CREST’s financial position to the Director and Management Team, and to ESRC as required.

3. **Line Management**
   a) Leading and motivating a team that provide support across the entire range of CREST activities;
   b) Encouraging staff development and career opportunities for staff.

4. **Project reporting:**
   a) Monitor progress against work plans to enable the fulfilment of milestones in due time;
   b) record, and monitor Key Performance Indicators;
   c) prepare and submit project deliverable reports as appropriate.

5. **Support Network activities:**
   a) Organise workshops and other events (e.g., lectures, seminars, sandpits) as necessary to support the work of research projects;
   b) organise annual CREST conferences and a biennial International academic conference.
6. **Research Governance:**
   a) Ensure that all CREST-related research activity has Research Ethical Approval;
   b) organise and manage monthly ethics committee meetings, supporting the chair of the committee in reporting and feeding back decisions to researchers;
   c) regularly update the Data Management Plan and monitor data archiving submissions from research projects in line with UKRI policies;
   d) organise bi-annual Advisory Board meetings, supporting the Chair of the advisory board in circulation of agendas, minutes and monitoring actions.

7. **Dissemination and impact management:**
   a) Ensure that all relevant publications and activities are recorded;
   b) ensure submissions to ResearchFish are completed in a timely manner each year.