**JOB DESCRIPTION**

*Vacancy Ref: A3622*

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>ACE-CSE Project Manager</th>
<th>Grade: 7P (0.5FTE)</th>
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<tr>
<td>Department/College:</td>
<td>School of Computing and Communications</td>
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<td>Directly responsible to:</td>
<td>Professor Neeraj Suri (Director ACE-CSE)</td>
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<td>Supervisory responsibility for:</td>
<td>N/A</td>
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**Other contacts**

**Internal:**
Academic and administrative staff at Lancaster University

**External:**
The broader ACE-CSE community; NCSC (accrediting body) Representatives; DCMS (accrediting body) Representatives; External academics + External Industry (e.g. Centre advisors); Conference organisers;

**Major Duties:**

**Project Management**
1. Project support (management and administrative) to the Directors, ACE-CSE Leadership team
2. To identify, and collect, intelligence regarding activities related to the purpose of the centre
3. Responsible for collecting management information relevant to centre planning
4. Coordinate internal and external project dissemination, outreach and engagement activities
5. Responsible for the co-ordination of the external internet presence, (web, social media etc)
6. Responsible for the day-to-day management and monitoring of the centre
7. Organization of workshops, meetings, and other events as required
8. Support for reports, presentations and the public outcomes of the centre
9. Support (e.g. attendance) at relevant meetings nationally and internationally
10. Liaising with the LU Contracts Office on contractual matters
11. To undertake other duties commensurate with the grade of the post as directed by the Director

**Financial Management**
1. Management of the Centre budget working with relevant Professional Services staff