

**Senior Project Manager**  
**UCL Grade 8, Remote Working, Duration 12months.**

Please contact Dr Clare Jenner [c.jenner@ucl.ac.uk](mailto:c.jenner@ucl.ac.uk) with any questions, or with CV and covering letter to apply.

Closing Date: 31<sup>st</sup> August 2021

**About the Role:**

DiRAC is the integrated supercomputing facility for theoretical modelling and High-Performance Computing-based research in particle physics, astro-particle physics, astrophysics, cosmology, solar system & planetary science and nuclear physics (PPAN; collectively STFC Frontier Science). DiRAC is a £50m+ project which serves more than 35 Projects.

The Facility provides a variety of computer resources that match machine architecture to the algorithm design and requirements of the research problems to be solved. DiRAC comprises three compute services hosted at four Universities around the UK: Data Intensive Cambridge; Data Intensive Leicester; Memory Intensive Durham and Extreme Scaling Edinburgh.

DiRAC has received funding from Science and Technology Facilities Council to deliver a £1.9m project focusing on preparations towards Federation of the facility with other UK Research communities. The Project Manager will be responsible for coordination and leadership of a multi-workpackage project on a day-to-day basis throughout the project lifecycle from initiation to closure and will work with multiple team leads simultaneously to deliver the defined objectives within the agreed timeframe.

Secondments of experienced people to take up this role would be considered

**Job Description:**

***Main duties and the purpose of the role***

- Work closely with Work Package Owners and Team Leaders to build the Project Initiation Documentation, including the Project Plan (goals; tasks; deliverables; milestones, timelines and project flow diagram); Risk Management Strategy and Quality Assurance & Management Approach.
- Help to define the Project Controls including frequency and format of communication between the project management levels (checkpoint & highlight reporting, end-stage and end project reporting) and with DiRAC and UK Research Council stakeholders.
- Assist with Resource identification including working with Team Leaders to define Job Descriptions and preferred onboarding process for each Resource and managing the hiring process.
- Effectively and clearly communicate project expectations to project team members
- Monitor all aspects of the multiple related WPs, and ensure development life cycle control
- Manage project issues and risks to mitigate impact to baseline
- Oversee delivery of all digital assets within the project's timeframe
- Chair regular project management team meetings

To deliver the role effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above and carry out other duties that are within the scope, spirit and purpose of the job as requested by the Project Office or other Senior Management staff.

## **Person specification**

### ***Qualifications, skills and experience***

#### ***Essential:***

- Proven capability in leading the project management of large and complex projects and delivering projects outcomes
- Good knowledge of processes, methods, tools and techniques used in the delivery of projects
- Experience of gathering requirements and developing appropriate project schedules
- Able to lead and effectively support multiple project teams simultaneously
- Ability to multi-task and prioritize workload
- Excellent communication skills with experience of writing key project documentation
- Good interpersonal skills and the ability to liaise with a broad variety of people
- Proven all-round IT knowledge (familiarity with common Microsoft office packages)
- Hold a practitioner level project management qualification e.g.: PRINCE2/AGILE
- Experience of Project Management Software such as Microsoft Project
- Bachelor's degree (preferably in business, project management or a related field).
- Experience of working in the Higher Education sector

#### ***Desirable:***

- Experience of working within an HPC or other computing projects/environments and familiarity with HPC terminology
- Willingness to use own initiative
- Thorough attention to detail
- Empathy and situational awareness