

**THE UNIVERSITY OF MANCHESTER**  
**PARTICULARS OF APPOINTMENT**  
**FACULTY OF SCIENCE & ENGINEERING**  
**SCHOOL OF NATURAL SCIENCES**  
**DIVISION OF PHYSICS AND ASTRONOMY**  
**SMARTHEP EUROPEAN TRAINING NETWORK PROJECT MANAGER**  
**VACANCY REF: SAE-020869**

**Salary:** £34,308 to £42,155 pro rata per annum, depending on experience

**Hours:** 17.5 hours per week

**Duration:** Fixed term for 34 months

**Location:** Oxford Road, Manchester

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**Enquiries about the vacancy, shortlisting and interviews:**

Manager: Prof. Caterina Doglioni

Email: [caterina.doglioni@manchester.ac.uk](mailto:caterina.doglioni@manchester.ac.uk)

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**Background**

The University of Manchester's School of Physics and Astronomy leads the European Commission Horizon 2020 European Training Network, "SMARTHEP" (Synergies between Machine Learning, Real Time analysis and Hybrid architectures for efficient Event Processing and decision making), coordinating the research and training programmes of eleven academic partners and two industrial partners in the UK, Sweden, Germany, France, the Netherlands, Finland, Switzerland and Italy.

The role of the SMARTHEP Network Project Manager will support the achievement of the aims and objectives of this Training Network through the provision of dedicated administrative support to the programme director and project partners.

**Working for the University of Manchester**

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development. We have a genuine commitment to equality of opportunity for our staff and students, which is also reflected in the ATLAS group.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and a number of other practical considerations.

## Job Description

### Key Responsibilities, Accountabilities or Duties:

- To support the Coordinator of the network (Prof. Caterina Doglioni) in formulating network policy on financial, training, reporting and other matters.
- To liaise with the Scientists-in-charge and administrators of the other network partners to ensure their compliance with network policy.
- To be the first point of contact for all communication between the network and the EC Project Officer in Brussels.
- To arrange the network's management committee's meetings, including drafting agendas using the online software adopted by the network ([Indico](#)), to circulate the agendas for these meetings and to take and circulate minutes within the agreed timescales of 10 calendar days. There will be roughly ten meeting per year by teleconference and one meeting per year in person, to be attended.
- To help the Coordinator monitor the network progress towards the goals of each Work Package
- To help the Coordinator and the Recruitment Officer make sure that relevant documentation is in place and up-to-date for the recruited fellows (Employment contract, Researcher Declaration, Personal Career Development Plans)
- To work alongside colleagues in the Research Support Services to monitor network spending against the EU allocated budget headings, ensuring compliance with EU limits.
- To coordinate the production of intermediate network reports and to draft the network's Midterm Progress Report and Final Report, combining the input of the Scientists-in-charge of the nodes concerning the research and training achievements of the network and the administrators of the nodes concerning financial matters.
- To contribute to the organisation of the network's annual Schools, for example by processing student applications, being the first point of contact for student queries, providing support for the visa application process, etc. To attend the annual Schools and provide support for the local organizers.
- To take charge of the communication strategy of the network to different stakeholders, including coordinating and soliciting content for the website (blog posts, short videos, news), for social media and for the network's newsletter.
- To aid with other local management tasks related to the network (e.g., liaising with HR, financial administration and transfers of funds to other beneficiaries).

## Person Specification

### Applicants should possess:

- education to degree level or equivalent;
- experience of managing large, externally funded, research projects, preferably EU-funded;
- experience in dealing with University's administrative and financial systems;
- excellent knowledge and understanding of internal and external policies, practices and procedures relevant to the role, specifically including knowledge of policies and procedures relevant to this kind of networks;
- excellent organisational and time management skills;
- ability to progress work activities with initiative and independent judgement within the boundaries of the project/organisation;
- excellent interpersonal and communication skills, oral and written;
- experience with communicating to different stakeholders, including general public;
- a conscientious and self-motivated approach, having the ability to determine one's own priorities depending on the context;
- initiative and determination in meeting competing demands and working to deadlines;
- significant administrative support experience on multi-beneficiary projects;
- ability to prepare and manage budgets;
- significant experience in the use of Microsoft Office (Word, Excel, PowerPoint and Access) and online tools such as Google Docs, Google Sheets and Google Slides.
- willingness and aptitude to acquire new knowledge and skills (including towards software tools used to manage the network) on a short timescale, as required by the post;
- willingness to travel overseas;

### ADDITIONAL INFORMATION

#### The SMARTHEP network

SMARTHEP focuses on the scientific, technological, and entrepreneurship aspects of real-time analysis. Its central question in a data-rich environment is on how to make the most of the available data to take decisions fast and efficiently, making the most of the available data. The main purpose of SMARTHEP is to train a new generation of inter-sector researchers and give them the tools to tackle this challenge, by processing large datasets in real-time, aided by Machine Learning and hybrid computing architectures.

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#### Particle Physics Group

**Website:** <http://www.hep.manchester.ac.uk>

The Manchester High-Energy Physics group is one of the largest UK particle physics groups and is also involved in the ATLAS, BESIII, SuperNEMO, DarkSide, DUNE, g-2, MicroBooNE, Mu2e, and SBND experiments. It has a strong theory group with involvement in QCD, BSM, particle cosmology and quark flavour phenomenology.

The Coordinator works primarily within the Manchester ATLAS group, which comprises more than 30 members, with six academic members of staff, and around ten research staff and fifteen PhD students. The Manchester group is strongly involved in many areas of ATLAS, including the study of events containing Higgs, W, and Z bosons, and top quarks, as well as searches for new phenomena. Manchester has also major roles in the ATLAS trigger, as well as in upgrades to the tracking detectors and trigger.

### **School for Physics and Astronomy**

**Website:** <http://www.physics.manchester.ac.uk>

The School of Physics and Astronomy is one of the largest and most active in Britain with 80 academic staff, 70 postdoctoral research associates, 820 undergraduate/postgraduate students and 180 research/support staff. A tradition of excellence has been established by many eminent teachers and research workers, including eleven Nobel Prize winners, such as Rutherford, Bohr, Bragg and Blackett, and most recently Andre Geim and Kostya Novoselov, who were awarded the honour in 2010 for their pioneering work on graphene. The School is also very active in public engagement, with Professors Tim O'Brien, Brian Cox and Jeff Forshaw featuring regularly in the scientific and popular media. Manchester is the only UK Physics department to be both in the top five for the volume of world-leading and internationally excellent research, and to have the maximum rating for teaching and student support, and is currently ranked 16th in the subject-specific Jiao Tong Academic Ranking of World Universities.

Research in the School is grouped by physics areas into research groups, including Particle Physics, and also into four divisions: Accelerator, Nuclear and Particle Physics; Condensed Matter, Atomic and Biological Physics; Jodrell Bank Centre for Astrophysics; and Theoretical Physics. The last of these gives a framework for interaction and exchange between theorists working in research areas from cosmology through complex systems, nuclear theory and stellar evolution theory to theoretical biological physics.

### **The University of Manchester**

**Website:** <http://www.manchester.ac.uk>

Manchester's mission is to be a world leader in the quality of higher education offered, the excellence and impact of the research undertaken and the value of the contributions made to the economic, social and cultural life and environmental sustainability of the wider society. It is currently ranked 40th in the Jiao Tong Academic Ranking of World Universities.

The University has four faculties, twenty academic schools and hundreds of specialist research groups undertaking pioneering multi-disciplinary teaching and research of worldwide significance. More than 5500 academic and research staff, and a further 5000 support staff spearhead the research and teaching activity in the university. Manchester has the largest student community in the UK, with more than 28000 undergraduates and 11000 postgraduates attracted by the high international standing of the academic staff, by the superb research and

teaching facilities, and by the cultural assets both of the university and the city of Manchester itself.

### **The City**

Manchester is an exciting and vibrant city which has earned an international reputation for its imaginative approach to urban regeneration and its lively, contemporary music and club scene. Once famous as the birthplace of the Industrial Revolution and a centre for manufacturing, it is now an international centre for business, retailing, banking and financial services. The city has award-winning museums, galleries and theatres, including the Imperial War Museum North, the City Art Gallery, the University's own Manchester Museum and Whitworth Art Gallery, the Royal Exchange Theatre and the Lowry Centre.

### **The Region**

Manchester is a tourist centre in itself, and is within easy reach of the Peak District National Park, the Lake District, the towns of the Lancashire coast, the ancient town of Chester and the mountains of North Wales. Its national and international network of airline routes, rail links and motorways, means that Manchester has a significant role as a gateway to all areas of the country. Easily accessed by Manchester Airport, the second largest in the UK, the city is only two and a half hours from London and there are direct flight connections to many North American and European cities, as well as to destinations such as Hong Kong, Johannesburg, and Singapore.