Job Related Information

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. Role Details

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>14236</th>
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<tbody>
<tr>
<td>Job title:</td>
<td>Project Manager (Europlanet 2020-RI)</td>
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<tr>
<td>Reports to:</td>
<td>Professor of Physics / Project Coordinator</td>
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<tr>
<td>Salary:</td>
<td>£39,992 to £47,722</td>
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<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
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<tr>
<td>Grade</td>
<td>8</td>
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<tr>
<td>Duration of post:</td>
<td>Temporary contract until 30 September 2018</td>
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<tr>
<td>Working hours:</td>
<td>Full Time</td>
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<tr>
<td>Location:</td>
<td>Milton Keynes with regular foreign travel</td>
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<tr>
<td>Closing date:</td>
<td>8 January 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Short</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>3</td>
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<tr>
<td>Unit recruitment contact:</td>
<td>Fiona McGavin</td>
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2. Summary of duties

The Project Manager will manage the European Commission funded four year Europlanet 2020 Research Infrastructure (EPN2020-RI) project. The overarching aims of the project are to:

- Consolidate the integration of the planetary science community, which started with Europlanet’s FP6 Co-ordination Action and continued with a FP7 Integrating Activity, expanding it to new countries.
- Integrate a major distributed European infrastructure to be shared, fed and expanded by all planetary scientists.
- Support and promote on-going and future planetary research.
- Lead to new research opportunities and new science through innovative tools, experiments and novel approaches pushing the limits to extreme environments and models.
- Exploit interdisciplinary capabilities through Europe, supporting cross-fertilization between fields and inter-community exchanges to further develop capabilities of all groups.
- Facilitate and promote academic industry partnerships.
- Help to engage the wider public, the media, policy makers, educators and young people with planetary sciences, attracting a new generation of scientists and engineers.
- Ensure the sustainability of the project and beyond as a legacy for the next generations.

The Europlanet 2020 programme is based around 13 Work Packages each comprising of a number of tasks that will enable a coherent and integrated approach to the challenge of unifying and optimising the capabilities among the European planetary science community.

Main Duties

1. Is the main point of contact for the project, liaising with the project partners and beneficiaries, providing a helpline and escalation route for problems and issues as they arise, ensuring key information is disseminated accordingly and that members understand requirements for reporting, key deliverables and financial reporting; and with the project co-ordinator acting as liaison between members and the European Commission. The role holder will manage applications to join the network or access facilities.

2. Leads the development of the project’s systems, procedures and records management systems, ensuring appropriate management and co-ordination in accordance with EU standards, including the management of risk. Ensures project members are appropriately informed of changes to process and procedure to maintain compliance with EU standards.

3. Provides operational and administrative support to the Project Coordinator, Project Management Team and partners in across all research activities ensuring detailed oversight of progress against each of the 13 Work Packages including:
   - Maintaining a contact list of all project members both advisory and management;
   - Identifying key objectives from planning to the strategic review of outcomes through attendance at relevant meetings;
   - Indicating good practice;
   - The provision of regular feedback and management information such as financial and trend data;
   - The development of key performance indicators and identification of benchmarks;
   - Managing reporting from partners up to the various project boards and committees, setting deadlines for submissions and providing feedback where appropriate.

4. Manages the project budget and ensures financial records meet EU requirements.

5. Arranges and attends meetings for partners, acting as Secretary (preparation of agendas, issue of papers, writing of minutes, following up actions) and ensuring that all logistical arrangements are made. Regular meetings to be supported include:
   - EPN2020-RI Council – face to face twice a year plus ad hoc teleconferences
   - Project Management Committee – monthly by teleconference
   - Project Advisory Board (including Review Boards) – face to face once a year
   - General Assembly – face to face once a year.

6. Co-ordinates and hosts visits from the EU Auditors which may be ad hoc with little notice.

7. Engages with the project’s social media community and manages the project website.
All Staff are expected to:
- To undertake any other duties which may reasonably be required.
- Co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
- Have a strong commitment to the principles and practice of equality and diversity.

3. Person specification

<table>
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<tr>
<th>Requirements</th>
<th>(E = Essential/ D = Desirable)</th>
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<tbody>
<tr>
<td><strong>Education, qualifications and training</strong></td>
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<tr>
<td>A first degree and direct experience of one or more fields of physical science particularly the use of laboratory facilities and/or modelling</td>
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<td><strong>Knowledge, work and other relevant experience</strong></td>
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<td><strong>Essential:</strong></td>
<td>Evidence of project management experience including working on international projects with the ability to translate project aims into operational plans and actions</td>
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<td>Evidence of budget management experience</td>
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<td></td>
<td>A good knowledge of project management tools and software including financial costing and reporting</td>
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<td>Evidence of supporting academics/scientists in their research</td>
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<td><strong>Desirable:</strong></td>
<td>Experience of working on EU/EC funded projects and ideally the FP6 and FP7 framework programmes</td>
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<td><strong>Personal abilities and qualities</strong></td>
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<td><strong>Essential:</strong></td>
<td>Excellent communication skills, both oral and written</td>
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<td>The ability to engage with multiple business and finance support units from member institutions</td>
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<td>Excellent negotiation and influencing skills</td>
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<td>The ability to act as a positive role model to project members, giving regular feedback to ensure the project remains on schedule</td>
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<td>The ability to evaluate and mitigate risks effectively, identifying pros and cons of particular actions/decisions</td>
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<td>The ability to accurately gather potentially diverse, partial and conflicting qualitative and quantitative data from multiple sources, systematically analysing and interpreting trends and patterns in data to assess inter-relationships between issues</td>
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<td>The ability to creatively and innovatively solve problems in a timely manner ensuring appropriate consultation with key stakeholders</td>
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<td><strong>Desirable:</strong></td>
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4. Role specific requirements e.g. Shift working

The role holder will be required to undertake foreign travel including a one week annual project management meeting. The role holder is expected to attend meetings in Brussels (with the EC Project Officer) and may represent the project at other EU/EC project meetings in member states.

5. About the unit/department

**Faculty of Science, Technology, Engineering & Mathematics**

The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

**We are inclusive:**
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM

**We are highly innovative:**
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy

**We deliver significant social and economic impact:**
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers
Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK.

School of Physical Sciences

The School of Physical Sciences is a lively and innovative community of approximately 85 academic and research staff and 70 PhD students, mostly based in Milton Keynes. Our curriculum is supported by associate lecturer staff based all over the UK and Ireland whilst each year our physics, astronomy and planetary sciences and interdisciplinary science modules are studied by thousands of students all over the world.

Our research covers a wide range of subjects, broadly aligned with the research disciplines of

- Astronomy
- Physics
- Planetary and Space Sciences
- Space Instrumentation
- Physics Education

We have an extensive suite of world class facilities and laboratories, including advanced analytical instrumentation, experimental and simulation chambers and instrument development laboratories, complemented by regular use of large-scale facilities such as synchrotrons (e.g. Diamond) and a wide array of ground based and space-based telescopes (e.g. VLT, Hubble) as well as our own robotic telescopes in Tenerife. We play a major role in many well-known space missions such as Rosetta and ExoMars. We also apply much of our spaceflight and laboratory expertise to a wide array of real world problems including medical and environmental applications.

School members also contribute to the Open University’s teaching on a large range of modules and we have been at the forefront of many innovations in distance education, including the OpenScience Lab and the OpenScience Observatories. We are members of SEPnet, the South East Physics Network. Our commitment to equality and diversity has been recognised by the award of “Juno Champion” status by the Institute of Physics and an Athena SWAN Silver Award.

We currently offer undergraduate qualifications in Natural Sciences (with a physics route and an astronomy and planetary science route), with a strand which carries Institute of Physics accreditation, and in Mathematics and Physics. We also offer an MSc in Space Science and Technology. We are in the process of refreshing the curriculum at Stage 3, and are drawing up plans for adding an integrated MPhys to our portfolio, including topics in physics, astronomy, planetary and space science.

Priority Research Areas in the School of Physical Sciences

Astronomy

- The Compositional Universe: exploiting the spectroscopic discovery space from major facilities and projects including ALMA, JWST, SPICA, SOFIA and IRAM/NOEMA, E-ELT, VLT, SKA, JCMT, SALT, LOFAR, ELIPS, Herschel, SDSS-IV, Euclid etc., to study galactic star formation, evaporating exoplanets, and the physics of galaxies in the distant universe. We will further develop our laboratory/observational astrochemistry research to focus on the development of molecular compositional diagnostics.

- The Time-Domain Universe: exploiting the discovery space of new and future telescopes e.g. Gaia, LIGO, PLATO 2.0, TWINKLE, VLT and LSST, in studies such as galactic and extragalactic stellar populations using leading follow-up facilities such as SALT, or (as part of a wider follow-up network) our robotic telescopes, with a focus on key processes such as stellar binarity.

Physics

- Biomedical physics: to understand physical phenomena involved in conditions such as cancer and cardiovascular diseases and their treatment through experimental and theoretical investigations of a range of approaches such as electron-driven processes in radiation treatment and imaging, use of nanoparticles for cancer therapy and plasma sources for biomedical purposes.
• Quantum correlated systems: theoretical and experimental study of quantum correlations in atomic, molecular and condensed matter systems, and the development of practical applications such as quantum enhanced devices and the functionalisation of materials, as well as the development of multi-purpose software to treat electronic continua.

• Engineering physics: applied plasma research aimed at developing novel functional materials, understanding electron induced processes in nanofabrication and the development of plasma-driven techniques for advanced materials applications.

Planetary and Space Science
• Application of advanced analytical techniques, laboratory simulation, remote observation and modelling to investigate the key processes involved in the formation and evolution of the Solar System and the planetary bodies it contains, including the search for habitable environments and the presence of life.

• Maintain and build high scientific credibility for our analytical expertise by exploiting the performance of existing instruments and updating the analytical infrastructure in order to ensure leading involvement in upcoming sample-return missions, and maintain access to the most important planetary samples. Particular strengths are in the measurement of light-stable isotopes using conventional mass spectrometry and in-situ analysis of samples.

• Development and expansion of our expertise in planetary environments using modelling, remote sensing and the use of field analogues and simulation facilities on Earth, and secure further leading science team involvements in future planetary space missions.

Space Instrumentation
• Development of imaging sensors and instruments for space applications, with expertise in a range of wavelengths from IR to X-ray and the study of the effects of radiation damage, in order to secure involvement in future space missions.

• Development of miniaturized analytical instrument systems for planetary exploration missions, particularly for the measurement of volatiles, organic materials and their light stable isotope composition, and securing leading involvement in future planetary exploration missions.

• Knowledge exchange between the UK technology industry and academia, utilising the technologies and expertise in detectors and mass spectrometer systems to provide commercial products and solutions.

Physics Education Research
• Remote and virtual experimentation
• Concept inventories
• Interactive online assessment
• Demographic differences in achievement

6. How to obtain more information about the role or application process

If you would like to discuss the particulars of this role before making an application please contact Professor Nigel Mason, Project Coordinator on +44 (0) 1908 655253 or email: nigel.mason@open.ac.uk.

If you have any questions regarding the application process please contact Fiona McGavin on +44 (0) 1908 858110 or email: STEM-Recruitment@open.ac.uk.

7. The application process and where to send completed applications

Your application should contain:
• Short application form
• CV
• Cover letter showing how you meet the person specification
Please ensure that your application reaches the University by:

| Noon on 8 January 2018 |

**E-mail your application to:**

| STEM-Recruitment@open.ac.uk |

**Or post it to Name/Job title:**

| Fiona McGavin, Staffing Adviser |

**Department/Unit:**

| Deanery, Faculty of Science, Technology, Engineering & Mathematics |

**Address:**

| The Open University, Walton Hall, Milton Keynes, MK7 6AA |

### 8. Selection process and date of interview

| The interview panel will be chaired by: | Professor Nigel Mason |

| The other members of the interview panel will be: | TBC |

| The interviews will take place on: | TBC |

| The selection process for this post will include | TBC |

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We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.