

# JOB DESCRIPTION: MARS Project Manager

**Ref: 0464-24**

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| **Job Title: MARS Project Manager** | **Grade: 8P** |
| **Department/College:** School of Mathematical Sciences, Lancaster University; | |
| **Directly Responsible To:** Professor Chris Jewell | |
| **Supervisory Responsibility For:** MARS Administrator | |
| **Other contacts**  **Internal:** Other Investigators, Senior Research Associates/ Research Associates/PhD students involved with the project; the University’s Research Support Office; Staff and Students at the University; Colleagues in host School and Faculty.  **External:** Members of the broader research team at partner universities, industrial partners and the wider research community. | |
| **Major Activities:**  “MARS: Mathematics for AI in Real-world Systems” is an exciting new £15M investment at Lancaster University, expanding on our excellence in spatial epidemiological and environmental modelling.  Bringing in 10 new academic posts, with associated research staff and students, MARS will revolutionise Lancaster’s research capacity in mathematics connecting systems modeling and AI methods, to support its flagship strategies in the applied sciences of Manufacturing, Environmental Science, Health, and Cybersecurity.  This will be alongside new undergraduate and postgraduate programmes, providing student opportunities to address a major skills-gap in the principles underlying AI and their application to real-world systems.  These activities will allow us to reach out to industry and government partners as a regional, national, and global leader in next-generation mathematics.  With E3 funding, MARS will become a unique national capability in the North West, pushing the boundaries of AI-driven modelling to tackle key challenges in the modern world.  The Project Manager will be expected to lead the development of the MARS Section, incorporating MARS stakeholder groups, building trust and credibility through sharing knowledge of processes and understanding specific MARS requirements. Starting by consulting widely with all relevant areas and identifying where other projects might interface with programme administration enhancement, the Project Manager will plan the timeline for delivery of MARS, identify how the expected benefits will be measured against KPIs, and work with the Strategic Business Development Manager to compile a stakeholder engagement plan. The Project Manager will support business analysis across stakeholder areas, driving forward the key aims of the project of consistency of approach, deployment of digital solutions and  identifying ways of realising the project benefits.  Within MARS, the MARS Project Manager key responsibilities are:   * To lead engagement with other University departments * To lead strategic engagement with academic institutions external to Lancaster * To develop, but not initiate, collaborations with external industry partners (a Strategic Business Development manager will be in charge of initiating industry engagements) * Lead the organisation of MARS meetings, workshops and events:   MARS section meetings as directed by the Head of MARS  Annual Scientific Meeting with external visitors including (but not limited to) the Strategic Oversight Committee advisory board meeting  Annual Industry Week  Any other extraordinary meetings as required for the effective running of MARS.   * Develop and lead the promotion, administration, and disbursement of MARS discretionary funds * Develop the MARS promotion strategy, for example through engagement media, liaising with Faculty and external marketing facilities, development of promotional literature, management of MARS website and social media presence. * To be responsible for managing MARS research grant funding and its budgets in collaboration with the Post-award manager, and monitoring of expenditure as required by the Head of MARS and Head of School to ensure compliance with the funder’s terms and conditions. * Track MARS progress against project KPIs, and assemble evidence for REF impact case statements and annual reviews as appropriate. * To lead the annual grant reporting requirements for MARS and any other grants awarded to MARS staff. * To lead the development of the annual MARS report for the Strategic Oversight Group. * To continuously evaluate MARS operations and to innovate as required for effective roll-out of the project.   Other Duties:   * To undertake any necessary training and/or development * To attend relevant meeting/undertake appropriate administrative tasks/support MARS and School activities as directed by Head of MARS and/or Head of School. | |
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