

FURTHER PARTICULARS

MAGIC Project-Co-ordinator (0.5 FTE)

Applications are invited for a part-time project co-ordinator to join the high-profile MAGIC project (Managing Air for Green Inner Cities) funded by a £4.1M grant joint between the University of Cambridge (Department of Applied Mathematics and Theoretical Physics, Department of Engineering, Department of Geography and Department of Chemistry), Imperial College London and the University of Surrey.

This interdisciplinary project aims to develop a novel and fully integrated suite of models and associated management and decision support tools that together allow the design and operation of cities to develop their own natural heating, ventilation and air conditioning systems, with clean, cool air providing low-energy solutions for health and comfort.

Post	MAGIC Project Co-ordinator
Location	Centre for Mathematical Sciences, Wilberforce Road, Cambridge CB3 0WB
Salary	£28,098-£33,518 per annum (pro rata)
Grade	6
Working pattern	Part-time (0.5 FTE); working days to be negotiated
Hours of work	18.25 hours per week
Limit of tenure	Up to 14 December 2020
Annual leave	28 days plus Public Holidays (pro rata)
Pension	Cambridge University Assistants' Contributory Pension Scheme (CPS)
Closing date	27 October 2017
How to apply	To apply online for this vacancy, please click on the 'Apply' button on the advert published on the University of Cambridge Job Opportunities page at: http://www.jobs.cam.ac.uk/job/15281 . This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form. In the Suitability for the Role section please indicate how your skills and experience meet the selection criteria as described in the Further Particulars. The contact details of two professional referees should also be included, at least one of whom should be contactable if you are invited to attend an interview.

The MAGIC Project

MAGIC (Managing Air for Green Inner Cities) will develop a novel and fully integrated suite of models and associated management and decision support tools that together allow the design and operation of cities to develop their own natural heating, ventilation and air conditioning systems, with clean, cool air providing low-energy solutions for health and comfort.

MAGIC brings together a multi-disciplinary research team to develop a **decision support system** consisting of:

- (i) an **air quality model** that interacts with sensor data and provides detailed calculations of air flow, pollutant and temperature distributions, and is fully coupled to naturally ventilated buildings, and green and blue spaces;
- (ii) **reduced order models** that allow rapid calculations for real time analysis and emergency response;
- (iii) **cost-benefit models** to assess the economic, social and environmental viability of options and decision.

The air quality model is a fully-resolved computational model that couples external flows with internal flows in buildings at the building, block and borough scales. It will be supported and validated by data from field, wind tunnel and laboratory studies. The reduced order models will be developed from the computational model and laboratory studies, and will be capable of reproducing features such as mean pollutant concentrations and temperatures. The cost-benefit model will provide the link between these models and implementation advice. It will include modules for the built environment, public spaces and transportation, and provide estimates of life-cycle costs and benefits over a range of scales.

The Faculty of Mathematics and the Mathematics Departments

The Faculty of Mathematics is one of the world's leading mathematics faculties with an exceptional record in research and teaching. The Mathematical Tripos, with an annual intake of around 250 students, is renowned as a leading undergraduate maths course. The fourth year, also taken by students from outside Cambridge is one of the most prestigious Master's courses in Maths in the world with an intake of some 150 students per year. In addition around 330 other PhD and MPhil students are in residence at any one time.

The Faculty of Mathematics is comprised of the Department of Applied Mathematics and Theoretical Physics (DAMTP) and the Department of Pure Mathematics and Mathematical Statistics (DPMMS). Together with the Isaac Newton Institute, and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) the two departments occupy the Centre for Mathematical Sciences (CMS). The CMS is a beautiful development west of the city centre and close to other Science Departments. The accommodation is of the highest quality and was designed by mathematicians and architects to facilitate the study of mathematics. It comprises offices, meeting rooms, seminar/lecture rooms, and common rooms, and is equipped with an excellent computer network. It may be viewed at <https://www.dpmms.cam.ac.uk/about/photos/>

The Faculty gained an excellent quality profile in the 2014 Research Excellence Framework (see: www.ref.ac.uk). It holds an Athena SWAN Bronze award for promoting women in Science, Technology, Engineering and Medicine and supports the aims of the Charter Scheme and the LMS Good Practice Scheme in seeking to advance women's careers in the mathematical sciences. New staff are mentored and all staff are offered advice on career and promotion opportunities.

The two Departments are responsible for teaching the undergraduate and Masters Courses in mathematics. The student body is quite remarkable in size and quality, and is a privilege to teach. We admit in excess of 230 new mathematics undergraduates each year, leading to graduation after three or four years of study. First and second year lectures are generally held in the centre of Cambridge, a short distance from the CMS, while third-year lectures are held in the CMS. The fourth-year Masters (also known as Part III of the Mathematical Tripos course) attracts a substantial number of strong students from all parts of the world. Approximately 250 students enrol each year, around half of whom come from outside the United Kingdom.

Further information about the Faculty and mathematics in Cambridge is available at:

<http://www.maths.cam.ac.uk/>.

The research environment in DAMTP and DPMMS is very lively. Many regular seminar series meet weekly during term, and there is a steady stream of short-and long-term visitors from around the world. The proximity of the Isaac Newton Institute is a major advantage for mathematics in Cambridge.

Further information about the Departments may be found via the Departmental websites at:

<http://www.dpmms.cam.ac.uk/> and <http://www.damtp.cam.ac.uk>

The Role Profile

Primarily based in DAMTP, the role holder will co-ordinate all aspects of the project across all above institutions in close collaboration with the lead PI, Professor Paul Linden, and provide administrative support to the other team members (6 academics and 6 post-doctoral researchers). S/he will be the focal point for all contact with the research group, including staff, 28 academics, students and industry partners.

The purpose of the role is:

- to ensure that any assigned programme, project or event is project managed to a consistent standard of excellence
- to manage the team responsible for developing and delivering the project
- to undertake the management of a number of key external relationships, in support of project goals
- to maintain an awareness of the market and to ensure that assigned programmes, project or events are managed in alignment with market needs

	Key duties and responsibilities	% time spent/ frequency
1	Project Management and Delivery	60%
	<p>Manages a range of projects. Co-ordinates a project team to develop and deliver each project for which the role-holder is responsible, on time and to budget, usually supervised by a Programme Manager or Director. Typical responsibilities include:</p> <ul style="list-style-type: none"> • Producing a detailed project plan for review by the Project PI, and implementing the plan ensuring that agreed deadlines are met • Ensuring that the project team are kept informed of project progress and responding to and advising team of any emerging risks • Liaising with key project stakeholders (internal and external) on key variables such as costs, contractual arrangements and dealing diplomatically with any conflicting issues that may arise • Onsite management during events to ensure a seamless delivery, including on site risk assessment and liaison with project team, external stakeholders, attendees and venue staff as required • Overseeing design and production of event programme and materials for events • Preparing approaches to contributors and clients for review by PI • Following up contributor invitations to secure their involvement • Drafting contributor or facilitator briefings for review by PI • Convening preparatory meetings with contributors or key stakeholders 	

	<ul style="list-style-type: none"> • Co-ordinating a range of projects underway at any one time to maximise synergies between projects, to avoid overlaps, to review progress against targets, to propose amendments and revisions to strategies as appropriate • Ensuring appropriate administrative systems are in use by the project team • Facilitating the high quality internal and external information flows that are required • Co-ordinating all aspects of the individual websites of assigned programmes • Writing and formatting briefing document for diverse external audiences for approval by the PI • Writing minutes / summary from client meetings, for approval by PI • Preparation for, and on the ground delivery (as required by the PI) of high level events, webinars and meetings (which may take place anywhere in the world) • Assisting with project specific activities as required by the PI 	
2	External Relations	20%
	<ul style="list-style-type: none"> • Initiates and develops external contacts as well as contacts within the University; in writing, by telephone and face to face • Represents values to these contacts • May be responsible for co-ordinating, and sometimes managing a number of key relationships including delivery partners and project sponsors. • May be required to provide material to support a project bid/proposal to an external client • Develops and deepens relationships while managing projects • Responds to internal and external requests for information 	
3	Financial Management	10%
	<ul style="list-style-type: none"> • Manages and monitors budgets of assigned projects, including attending and contributing to formal budget review meetings • Manages contractual and payment processes for contributors and contractors • Contributes to financial planning of projects and drafts budgets for review by more senior staff 	
4	Systems and Procedures	5%
	<ul style="list-style-type: none"> • Complies with, contributes to the development of, and implements management, financial, academic and operational quality control systems and procedures as appropriate 	
5	Other duties	5%
	<p>Health, Safety and the Environment:</p> <ul style="list-style-type: none"> • Complies with the University & local H&S Regulations and Policy • Complies with the University & local Environmental Regulations and Policy • Prepares risk assessments for assigned projects • Ensures that these regulations and policies are followed when working with external contractors <p>From time to time the role holder may be required to undertake other grade-appropriate duties, as required by the Head of Department.</p>	

Person profile

Essential knowledge, skills and experience required for role

Education & qualifications	<ul style="list-style-type: none">• Educated to degree standard or equivalent
Specialist knowledge & skills	<ul style="list-style-type: none">• Understanding of key sustainability concepts e.g. climate change, conservation, resource depletion, social equity• Understanding of why sustainability is an important issue for business and an ability to articulate this to others• Ability to support and deliver promotional and marketing activities• High level of competence across standard software packages including Word, Excel, Outlook• Ability to develop and manage a website• Advanced project planning skills with ability to respond willingly, quickly, flexibly and with resilience to changing business imperatives
Interpersonal & communication skills	<ul style="list-style-type: none">• Ability to communicate confidently, establish credibility and manage relationships with a wide range of senior stakeholders from both academic and business backgrounds• Strong written communication skills that indicate a good grasp of grammar, punctuation, deliver a logical narrative and synthesise complex documents• Ability to communicate orally in a clear and concise manner
Relevant experience	<ul style="list-style-type: none">• Experience of working within a project team on complex projects where the highest standards of project management are routinely demanded• Experience of complex event management• Experience and confidence in drawing up, maintaining and monitoring project budgets•
Additional requirements	<ul style="list-style-type: none">• Ability to work independently toward project deliverables and deadlines• Pro-active approach• Exceptional attention to detail• Commitment to the values

Terms and Conditions of Employment

General Information

General information about employment at the University of Cambridge is available at: <http://www.jobs.cam.ac.uk/>

Period of Appointment

Appointment made to this post will be for a probationary period of six months; funding is available until 14 December 2020.

Pension

The post holder will be eligible to join the Cambridge University Assistants' Contributory Pension Scheme (CPS)

Equal Opportunities Information

The University of Cambridge appoints solely on merit. No applicant for an appointment in the University, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Family friendly policies and benefits

The University has a range of family friendly policies to aid employee's work-life balance including maternity, paternity and parental leave, flexible working and career break schemes. In addition, childcare vouchers, access to two nurseries and a holiday play scheme are available through the Childcare Office to help support University employees with childcare responsibilities. Further information can be found at:

<http://www.admin.cam.ac.uk/offices/hr/staff/benefits/family.html>

Eligibility to Work and Reside in the UK

UK immigration procedures stipulate that an employer may not consider the appointment of any person unless they have seen evidence of their immigration status. Accordingly, shortlisted candidates, whatever their nationality, will be asked to provide such evidence at the interview stage.

Information if you have a Disability

The University welcomes applications from individuals with disabilities. Our recruitment and selection procedures follow best practice and comply with disability legislation. The University is committed to ensuring that applicants with disabilities receive fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

For additional guidance and information, applicants can contact the University's Disability Resource Centre either by telephone on 01223 332301, by email on ucam-disability@lists.cam.ac.uk or by post to DRC, Keynes House, Trumpington Street, Cambridge CB4 1QA.

Further Information

There is a range of information which you may find helpful on the University's website: www.cam.ac.uk/jobs/. This includes applying for posts, working at the University, living in Cambridge and details of current vacancies.