**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Programme Manager for EU Training Network INSIGHTS</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Physics</td>
</tr>
<tr>
<td>Job type</td>
<td>Programme Manager</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 6</td>
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<tr>
<td>Accountable to:</td>
<td>Prof Glen Cowan</td>
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**Purpose of the Post**

INSIGHTS is an EU-funded Innovative Training Network (ITN) focused on the application and development of statistical methods in particle physics, industry and society. It is led by RHUL and includes 11 beneficiary institutions and 6 partners from the UK, Germany, the Netherlands, Norway, Italy, Sweden, Switzerland, Russia and the USA. 11 Early Stage Researchers (ESRs) will, while studying for their PhD, undergo a three-year programme with training events and secondments hosted by the participating institutions.

**Key Tasks**

- Coordinate all administrative and financial aspects of the INSIGHTS ITN, including the organisation of INSIGHTS training events (in collaboration with the host institutions).

- Ensure that INSIGHTS complies with all relevant EU rules and regulations.

- Carry out INSIGHTS financial transactions and monitor the relevant budgets.

- Maintain and implement policies and procedures relating to INSIGHTS activities.

- Liaise with the INSIGHTS EU Project Officer and other INSIGHTS participants.

- Regularly report to EU and other agencies, including the end-of-project report and audit.

- Maintain and develop the INSIGHTS websites (public and internal).

- Assist with any matters arising between INSIGHTS and the universities of ESRs

- Monitor progress of network milestones.
### Other Duties

- Assist with developing and maintaining the ITN's social media profile.
- Assist with administrative matters involving the ESRs.
- Manage interface between INSIGHTS and external entities, including new partners.

The duties listed are not exhaustive and may be varied from time to time as directed by the changing needs of INSIGHTS.

### Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Professor Glen Cowan (RHUL Physics Department)
- Ms Athina Zampara (EU Project Adviser)
- Mrs Tracy Webster (RHUL Physics Department)
- Dr Peter Palasz (RHUL Research and Enterprise)
- Mrs Sue Gammerman (RHUL Finance)
- Project coordinators of INSIGHTS beneficiaries and partners
- INSIGHTS Early Stage Researchers