

# National Centre for Plasma Science and Technology

## Review of Management Structures

November 2007

### Management Committee

#### Role of the Management Committee

The NCPST Management Committee (MC) is the ultimate decision-making body of the Centre – it is chaired by the Director who is the ultimate responsible officer within the Centre. The MC selects the Executive Director, who is charged with the conduct of the Centre's business. Having selected the Executive Director, the Committee acts as an advisor and counselor to the Executive Director and ultimately monitors their performance.

The Management Board approved the annual budget to be submitted to OVPR and the annual programme of activities.

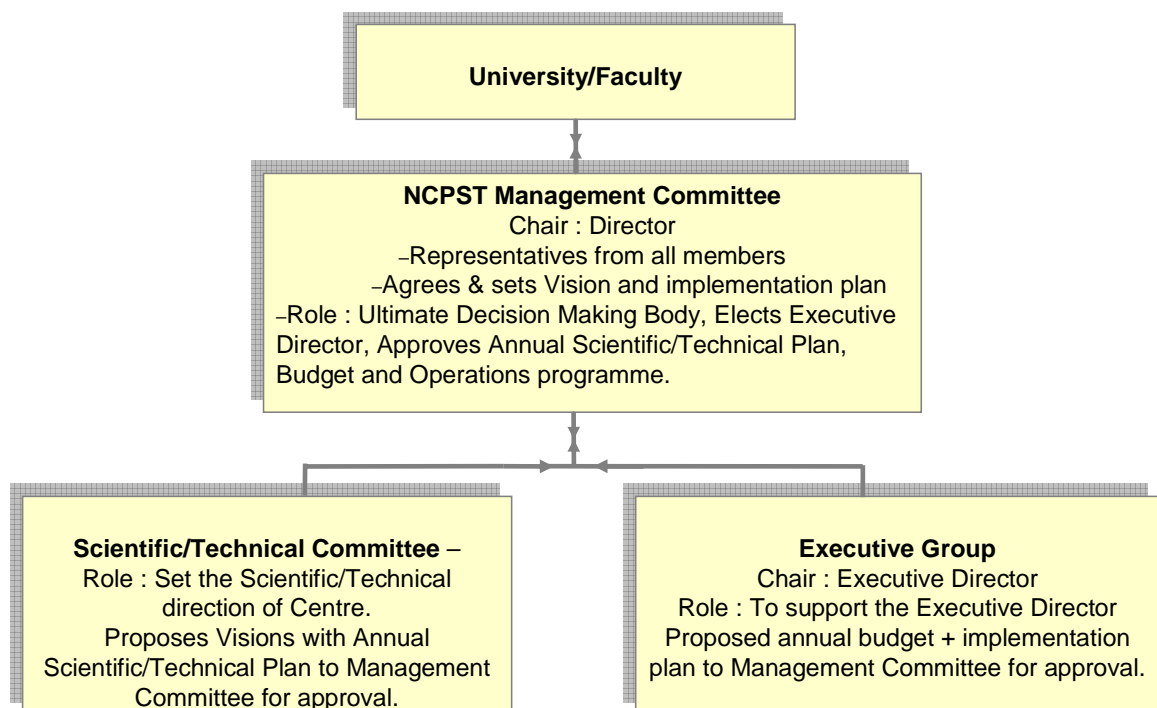


Figure 1 : NCPST Committee Structure

## **Roles of other directors**

### **Role of Directors**

#### **Director**

The director is appointed by the University; and is the ultimate responsible officer within the Centre. The Director is the Chair of the Management Committee. Their role is to represent the interested of the Centre, together with the Executive Director, both internally within the University and to the other Centre stakeholders – funding agencies, public bodies and departments, general public etc. They are also responsible for ensuring the development and implementation of the strategic direction and plan for the Centre in conjunction with the Management Board.

#### **Executive Director**

The role of the Executive Director is to manage the Centre's resources to make the most efficient execution of the research programme initiated and directed by the PI's. This position was filled by seeking nominations from the members of the NCPST and is appointed for a period of 3 years. The holder of the position can be nominated for subsequent terms but in practice should not hold for position for more than two consecutive terms.

Responsibilities include :

- To develop and implement, together with the NCPST core team, a plan to ensure the implementation of the Strategic direction and plan of the centre as laid down and agreed with the Management Committee.
- To promote the Centre, together with the Director, both internally and externally.
- To help with bringing collaborative project ideas from the technical group, through to fruition in successful proposals.
- To promote and encourage strong cross-node research.
- Reporting point for Independent Researchers within the Centre.

### **Technical Committee Chair**

The Technical Committee Chair is nominated and elected from and by the PI within the Centre and is appointed for a period of 3 years. The holder of the position can be nominated for subsequent terms but in practice should not hold for position for more than two consecutive terms.

The Role of the Technical Committee Chair is to

- To set the schedule, agenda and Chair the NCPST Technical Committee (Composed of all PI within the Centre).
- To formally represent the views of the NCPST Technical Committee to the Management Committee
- To promote and encourage strong cross-node research.

## Operations Manager

The Operations Manager is a key member of the management team reporting to the Executive Director.

Particular responsibilities of the Operations Manager include:

- Responsibility for the administration and financial control within the Centre.
- Responsible for the management of the Core team within the Centre.
- Managing the daily operational issues pertaining to the efficient and safe operation of a highly technical research centre.
- Provide administrative and financial reporting support on research projects/programmes within the centre.
- Being instrumental in the development and implementation of the strategy for the NCPST as approved by its members.
- Identify, implement and police best practice procedures within the NCPST and where possible coordinate across the University.
- Organisation and management of both international and local conference, workshops and events.
- Liaise between the Central Administrative Units of the University (OVPR, Invent, HR, Finance..) and members of the Centre.
- Support the development and submission of research grant proposal.
- Manage and support educational and training programmes within the centre including the Grad Dip/Masters in Plasma and Vacuum and the Cert in Plasma and Vacuum Studies.

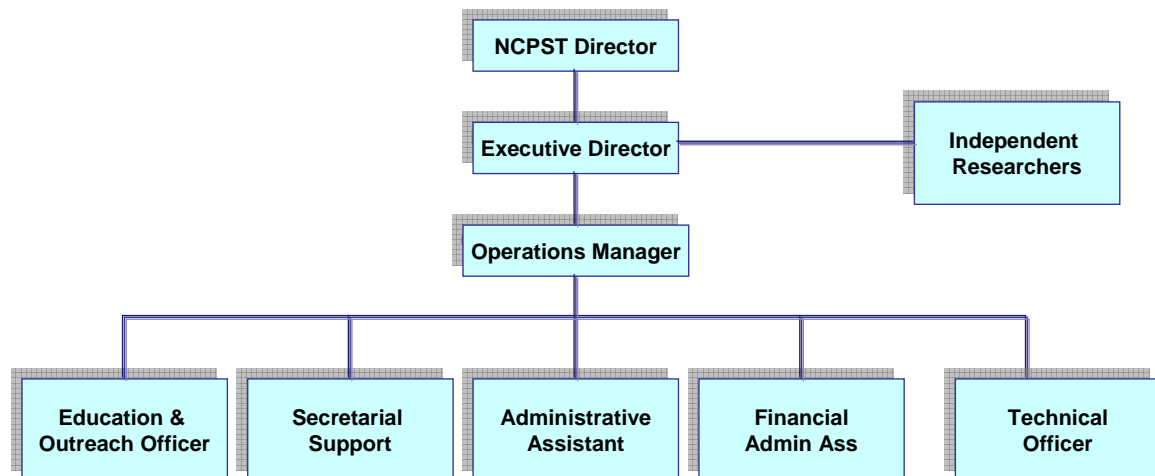


Figure 2 : NCPST Reporting Lines