

## **Role of Centre Contact(s)**

### **Overall Purpose**

To manage delivery and maintain strategic oversight of NERC's Scientific support and facilities (S&F) to ensure they deliver the agreed capability to the user community as per commissioning and any subsequent agreed change in capability during the commission.

To provide a single contact point to resolve issues, inform and provide advice to the facility, Steering Committee (SC), user community and NERC Head Office.

### **The Centre Contact(s) will manage delivery of NERC's facilities by:**

- Being responsible for of the day to day management including:
  - Facility contract
  - Check and sign off contract payments
  - Manage resource budgets including collating capital allocations biannually and cost allocation data
  - Resolve any issues
  - Reporting
- Working with NERC HO and S&F to ensure strong working relationships between all parties involved in delivery of NERC's S&F portfolio.
- Ensure resilience is incorporated to prevent single point failure in the day to day management of facilities.
- Championing the NERC S&F portfolio, and ensuring that it contributes to NERC's mission and Delivery Plan.

### **Specific Centre Contact roles in relation to S&F include:**

- Maintain general oversight of the facility and input into the Benefits Realisation Plan.
- Provide advice and updates to the Centre Director to assist them with the overall/strategic management of S&F.
- Advise the facilities about S&F best practice, policy and processes as necessary.
- Ensure contracts are in place at the start of each grant.
- Resolve any issues with current policy and processes and disseminate information to facilities.
- Liaise with S&F to highlight possible exceptions to S&F block funding.
- Answer questions and issues arising from within the Centre, the S&F and/ or the user community.
- Inform NERC of any changes needed to the NERC webpages concerning the facilities.

### **Specific Centre Contact roles in relation to NERC HO include:**

- Ensure regular updates with NERC HO team, including any issues to note regarding the S&F. The frequency is to be determined as appropriate with each Centre contact.
- Feedback to NERC about any issues with S&F best practice, policy and processes as necessary.
- Attend an annual S&F meeting with NERC.
- Ensure the Benefit Realisation Plans are complete and NERC have oversight of these annual monitoring / reporting documents.

**Specific Centre Contact roles in relation to Steering Committees include:**

- Advise on prioritisation of applications
- Advise the steering committees about S&F best practice, policy and processes as necessary.
- Resolve any issues with current policy and processes and disseminate information to steering committees.
- Manage and advise the steering committees and keep members informed of progress, developments and any arising issues.
- Approve steering committee membership.
  - Organise and attend and ensure minutes of the steering committee are taken and circulated.