THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF SCIENCE & ENGINEERING

SCHOOL OF SCIENCE AND ENGINEERING

DIVISION OF FSE FACULTY OFFICE - GENERAL

RESEARCH DEVELOPMENT OFFICER (AI CENTRE MANAGER)

REF: SAE- 020649

Salary:	Grade 6 £34,308-£42,155 per annum depending on experience
Hours:	Full Time
Duration:	Fixed Term – Starting as soon as possible for the duration of 5 years in the first instance.
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:
Manager : Dr Shaden Jaradat
Email: Shaden.Jaradat@manchester.ac.uk

Overall Purpose of the Job:

The Research Development Officer (AI Centre Manager) will manage the activities of the newly established AI Centre, which the University is setting up to further strengthen its AI activity such as partnership with the national Alan Turing Institute and a University-wide Institute for Data Science and Artificial Intelligence. The Centre will build on and develop the existing structures. It will include Fundamental Research in AI and applications across the fields of the University.

The post holder will also play a key role in facilitating the activities of the European Laboratory for Learning and Intelligent Systems (ELLIS), which recently added The University of Manchester as a member in its network of Units. ELLIS is a network which aims to promote research excellence and advance breakthroughs in AI, as well as a pan-European PhD program to educate the next generation of AI researchers. ELLIS also aims to boost economic growth by leveraging AI technologies. The sponsors of ELLIS include top industry players and key stakeholders in machine learning and AI.

MANCHESTER 1824
The University of Manchester

Overall purpose of the job

The post holder will play a crucial role in driving the development of the Centre, provide vital support to the Directors and associated staff of the Centre for AI Fundamentals and ELLIS Unit, supporting the set-up and operation of both the Centre and the ELLIS Unit, leading communications, events and networking activity, management of the ELLIS PhD programme, visiting researchers programme, and supporting ELLIS calls and reviews, as well as supporting external funding bids.

The post holder will engage in a pan-University community of practice with associated colleagues, including the Institute for Data Science and Artificial Intelligence, the Digital Futures platform, and the University's Turing institute liaisons, working towards continuous business improvement and standardisation. The community of associated colleagues will work to support the research project management needs of the Centre and Ellis more broadly.

Reporting to the Translational Research Manager, the successful applicant will be a member of the Research Development and Innovation (RDI) team in the Faculty of Science and Engineering (FSE), which consists of the Faculty's Business Engagement, Research Development and Impact, and Internationalisation teams.

The role holder will be expected to:

1. Manage all operational aspects of the Centre, ensuring they deliver on the strategic objectives to all stakeholders. Project management and development of collaborative relationships will be key activities.
2. Act as University Liaison for the Centre and coordinator for Ellis Unit Manchester, including: supporting and contributing to the development of their strategy and development, promoting both entities' priorities at the University, providing support for their research activities, engaging with and supporting researchers, working across the University on behalf of the Centre and the Unit, and managing internal calls for fellowships and other awards.

The post holder will work closely with the Chair of the Centre for AI Fundamentals and ELLIS Unit and their affiliated professional support staff, as well as academic and professional support colleagues in Faculties, Schools and Institutes; and with representatives for external stakeholders (industrial, commercial, third sector partners). The post holder will be the University's liaison towards the Ellis Society and coordinate and deliver ELLIS Unit Manchester's administrative contribution to ELLIS.

Key Responsibilities, Accountabilities or Duties:
Strategic

- Monitor and contribute to the development and implementation of the Centre's strategy, policies and procedures, and ensure consistent delivery.
- To work closely with both the Centre and Ellis Unit colleagues to provide support and coordination of programmes focussed on delivery of their strategic objectives, operational plans, and research income generation.

- To work closely with Centre colleagues to ensure the processes run smoothly, the AI Centre brand is strengthened, and the needs of the Centre's researchers are met at the University of Manchester.
- To ensure visibility and accessibility to key stakeholders across campus in order to provide an excellent customer service and effective business partner relationships.
- To invest time in building networks to proactively seek out innovation and share knowledge and best practices across organisational boundaries.
- To commit to the University strategy, vision and values, and ensure all activities within the area of responsibility are working towards its goals.
- To proactively engage with University and external communication channels, promoting the centres and keeping abreast of the developments across the institution and contributing to call for feedback.
- To have an understanding of and commitment to University policies and procedures including but not limit to Equality & Diversity, Health and Safety and Innovation Governance.
- To contribute to the University agenda for social responsibility, including sustainability.

Operational

- Act as the primary contact point for enquiries and advice about all aspect of the projects.
- Set up and maintain records of all contracts and monitor these in line with new project award dates in order to ensure continuity of services for existing staff where possible and to enhance Centre research security.
- Develop strong relationships and ensure the Centre's effective interaction with senior academic staff across the collaborating project partners in other faculties and schools.
- Establish and maintain a cross-school network, creating a team ethos with a culture of shared best practice and support.
- Managing resource levels in line with requirement for project support.
- Ensure links into the departments so that the Centre has an alignment and affiliation with their Department Professional Services team
- Build on and oversee the day-to-day operation of the centre ensuring innovative ideas and a cycle of continuous improvement.
- Maintain a broad external network to keep abreast of the external landscape and good practice that exists in the HE and Industry sectors.
- Facilitate the smooth running of centre-related calls for funding, studentships, fellowships or other opportunities.
- Develop branding for and raise visibility of the Centre including:
    - Planning a programme of outreach activities aimed at raising the profile and visibility of the Centre and Manchester ELLIS Unit.
    - Organising and holding events: including seminars, workshops and conferences.
    - Actively promoting the centre's funded projects and their success to disseminate best practice and results with internal and external audiences.
- Drafting papers, briefings and reports and support the drafting of policies and procedures.

- Providing support for steering groups or other bodies established to support the relationship between the Ellis Unit and the university.
- Deputise for the Translational Research Manager (Artificial Intelligence) as required.
- Deputies for the Directors of the Centre and ELLIS Unit as required.
- Undertake any other duties as necessary in order to support the role.

PERSON SPECIFICATION
Essential Knowledge, Skills and Experience:

To be successful, you will need to be able to demonstrate:

- Educated to degree level (or equivalent), or professional experience in management.
- Considerable experience working in a large and complex environment – facilitating activities across organisational boundaries with the ability to motivate others and draw in contributions.
- Proven experience of working in customer-focused environment, delivering exceptional customer service as well as building relationships with the professionalism to win and retain credibly at all levels internally and with external stakeholders.
- Commitment to work collaboratively and flexibly, as well as proven experience in constructively challenging colleagues at all levels.
- Proven experience of the ability to communicate effectively with multiple stakeholders at all levels, both verbally and in writing.
- Demonstrable experience of delivering complex projects including managing competing and conflicting demands and ability to work under pressure.
- Evidence of successful external funding bid development at a significant scale in a relevant field.
- Experience of planning and coordinating communications campaigns, including content-generation and editing for a range of audiences as well as designing and managing successful events to support branding.
- Experience of budget planning and financial management skills including strong numeracy skills and the ability to interpret data.
- Proactive with the ability to work independently as well as within a team, show initiative and the ability to adapt to constantly changing challenges and provide creative solutions.
- Demonstrate a good level of computer literacy including using Microsoft packages to produce a range of documents, including presentations, financial date and written reports to a high standard and a strong attention to detail.
- Decision-making, creative pragmatic problem solving to progress work activities with initiative and independent judgement within the boundaries of the organisation.
- Willingness and aptitude to acquire new knowledge and skills as required.

Desirable Knowledge, Skills and Experience:

- A relevant project management qualification.
- A good understanding of the UK research environment and funder landscape.
- Experience of Artificial Intelligence and its application domains.