

## Job Description

<b>Job title:</b>	Centre Manager for the UKRI Centre for Doctoral Training (CDT) in Accountable, Responsible and Transparent Artificial Intelligence (ART-AI)
<b>Department/School:</b>	Department of Computer Science
<b>Reports to:</b>	CDT Director (Professor Eamonn O'Neill)
<b>Grade:</b>	8
<b>Location:</b>	University of Bath, Bath

### Job purpose

The post will involve establishing and managing the UKRI CDT in Accountable, Responsible and Transparent Artificial Intelligence (ART-AI). Working closely with the CDT Management Team and external partners, this will be a wide-ranging role with responsibility for delivering the strategy of the Centre both within the long term vision and on a daily basis.

The CDT Manager will be responsible for the day to day running of the Centre and line managing the CDT Administrator and CDT Events Coordinator. The CDT Manager will be part of the CDT Management Team and will attend team and board meetings as such.

The CDT Manager will prepare monthly budget summaries, including forward commitments, to ensure the smooth running of the budget and to allow monitoring of expenditure and providing advice on the finances. The CDT Manager will also pursue additional funding as and when the opportunity arises.

An important part of the role is to help initiate, develop and deepen long term engagement and relationships with external partners.

### Source and nature of management provided

The CDT Director will provide overall direction but the candidate is expected to have considerable autonomy and to show significant initiative.

### Staff management responsibility

CDT Administrator; CDT Events Coordinator and Public Engagement Officer.

### Special conditions

Occasional travel which may include overnight stays. An up to date passport allowing direct return to the UK is essential at all times. Any restrictions beyond standard visa requirements on entries to other countries, whether enforced or by your own choice, should be declared on the application.

### Main duties and responsibilities

#### General

- 1 Contribute to and be responsible for the implementation of the CDT's strategic and operational plans. Maintain and monitor progress of the plans.

<b>2</b>	Work in close collaboration with the CDT Director, Management Team and the Departments, central services and external stakeholders to deliver the vision of the CDT.
<b>3</b>	Have a global overview of the calendar of events (both formal and informal events locally, nationally and internationally including funder visits, recruitment events, conferences, visiting lectures and outreach events) and day-to-day running of the CDT, ensuring that the CDT is well integrated within the key Departments as well as within the University of Bath and with external partners and stakeholders.
<b>4</b>	Attend all meetings of the CDT Management Team, ensuring that appropriate support is in place for the successful functioning of the CDT.
<b>5</b>	Ensure all other formal governance meetings and any other CDT committees, boards and subgroups are administered in accordance with good practice and the CDT's policies.
<b>6</b>	Coordinate the activities of a large academic-industrial network including the development of leveraged funding, liaising with network academic and industrial members. Oversee contracts and collaboration agreements with partners when necessary.
<b>7</b>	Serve as the line manager for the CDT Administrator and the CDT Events Coordinator and Public Engagement Officer.
<b>Review and evaluation</b>	
<b>8</b>	Support the Director and Management Team in developing measures of success and evaluation methods for the CDT generally and for its specific activities.
<b>9</b>	Manage the process for the appropriate collection of evidence to evaluate the performance of the CDT and its specific activities, against established measures.
<b>10</b>	Provide written and oral updates as necessary, including to the CDT Director, Management Team, Research & Innovation Committee, Equality, Diversity & Inclusion Committee, Strategy & Partnerships Board, Independent Advisory Board (IAB), and the funders, EPSRC and UKRI.
<b>Student Recruitment and Training</b>	
<b>11</b>	Oversee the recruitment and admissions process for the CDT students.
<b>12</b>	Coordinate the key training deliverables of the doctoral training programme from recruitment to graduation, in conjunction with the University and external stakeholders.
<b>13</b>	Liaise with the Faculties and the Doctoral College for administrative issues that arise with CDT students (e.g. suspension of studies, disciplinary action, mitigating circumstances during examinations etc).
<b>14</b>	Manage the delivery of the student training programme. Be responsible for liaising with training programme providers (academics, trainers and external speakers) and ensuring that all necessary logistical arrangements are in place. Ensure that courses, events and activities are timetabled correctly with efficient use of resources, providing balanced loading for students and teaching staff over the year.
<b>15</b>	Set up the process to manage student placements and internships where required, ensuring appropriate Quality Assurance arrangements are in place, and liaise closely with providers.

	Organise and attend network meetings, workshops and master classes, including liaison with service suppliers, intellectual facilitators and on the ground coordination.
<b>Marketing and Communications</b>	
<b>16</b>	Lead in the branding of the CDT, using the vision of the Centre to create influence and impact external to the University.
<b>17</b>	Work with the Director to develop a CDT communications plan.
<b>18</b>	Take responsibility for coordinating the development of the CDT's website and social media channels and managing the delivery of content, ensuring that they provide accurate, timely and clear information and guidance to potential applicants, current students, supervisors and other relevant audiences. Ensure information is kept up to date and conforms to accepted best practice and accessibility requirements.
<b>19</b>	Be responsible for managing all marketing activity, including to potential students, the academic community, potential sponsors and other key stakeholders. Ensure that all presentation and marketing materials are updated as required.
<b>20</b>	Provide regular written and verbal updates to the CDT Director and other stakeholders as required.
<b>21</b>	Visit and/or communicate with industrial and academic organisations and partners to gain perspectives on expertise, interests and priorities with a view to future engagement with the CDT. Facilitate interaction between academics, company supervisors, establish networking meetings and external site visits to industry and other partners as from time to time required.
<b>Budget and funding</b>	
<b>22</b>	Work with the Faculty Finance & Research Support Managers and Faculty Accountants to manage the CDT budget on behalf of the Director, projecting and planning expenditure across the lifespan of the CDT and ensuring income and expenditure is tracked against targets.
<b>23</b>	Assist in the process of compiling a major mid-term review of the CDT and re-applying for funding renewal when required. This will require the post holder to understand the process involved and interacting with the relevant stakeholders, both academic and industrial.
<b>24</b>	Lead in developing relationships with industry and other external partners to the CDT as well as in exploring a wide variety of new opportunities external to the university environment, which will leverage existing funds.
<b>25</b>	Keep up to date with national and international activities in relevant academic areas, including identifying sources of funding, with a goal to developing proposals with key academics and the University's Research and Innovation Services.
	You will from time to time be required to undertake other duties of a similar nature as reasonably required by the CDT Director.

**Person Specification**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed by</b>		
			<b>A/F</b>	<b>I/T</b>	<b>R</b>
<b>Qualifications</b>					
A degree or an equivalent professional qualification	✓		✓		
Project management		✓	✓		
<b>Experience/Knowledge</b>					
Specialist knowledge of project management, including project finance management and stakeholder management at the interface of academia and industry	✓		✓	✓	✓
Experience of UK HE Sector, particularly the doctoral and postdoctoral training environment	✓		✓	✓	
Experience designing, organising and facilitating of events involving stakeholders from different backgrounds	✓		✓	✓	✓
Understanding of research funding opportunities	✓		✓	✓	
Proven ability in assisting the securing of research funding from a variety of different sources	✓		✓	✓	✓
Experience of line management		✓	✓	✓	
Experience of promotion and marketing within an academic context		✓	✓	✓	
Experience of managing a doctoral training centre		✓	✓	✓	
<b>Skills</b>					
Advanced ICT and software skills, including Microsoft Office and web based suites	✓		✓	✓	
University based systems e.g. Agresso, Business Objects etc		✓	✓		
Presentations at meetings and conferences.	✓		✓	✓	✓
Communicating complex or detailed information to a variety of audiences	✓		✓	✓	
Contract development and management	✓		✓		
Relationship development and management	✓		✓	✓	✓
<b>Attributes</b>					
Strong inter-personal and communication skills	✓		✓	✓	
Excellent time management and organisational skills	✓		✓	✓	

Code: A/F – Application form, I/T – Interview/Test, R – References