Job Description

Job title:	**Project Co-ordinator, Industrial Masters in AI**
Department/School:	**Institute of Coding, Faculty of Science**
Grade:	**6**
Location:	**University of Bath premises**

Job purpose

The Institute of Coding (IoC) www.instituteofcoding.org is a government-funded national initiative, started in 2018, which is led by the University of Bath and brings together a Consortium of 32 universities and over 100 companies, training providers, professional bodies and outreach organisations, to address the UK's digital skills gaps.

The Industrial AI Masters (IMAI) Programme is part of an ambitious skills and talent package (which is being implemented by Department for Culture, Media and Sport via the Office for AI), from Masters level through to Fellowship level. It is designed to ensure the UK has the skills needed to make the most of artificial intelligence applications in the economy.

The IMAI and the IoC project align well in a number of areas, and the IoC's role in the IMAI is to match:

- partners in industry interested in sponsoring places on Industrial Masters in AI (IMAI) with
- higher education institutions (HEIs) able to provide additional places on Masters programmes which meet the specification for IMAI drawn up by the British Computer Society (BCS).

This role will be responsible for the operational aspects of the Programme, providing high quality customer care for corporate contacts and facilitating their effective interaction with academic partners across the country.

The post-holder will provide day-to-day support for the Project Manager and professional administrative support for the Programme Management Group.

The appointee will be required to establish, develop and maintain strong working relationships with academic and professional staff, engaging with high status external stakeholders within industry, academia and Government. They will be responsible for recording, monitoring and reporting on all activity, including budgets, and developing mechanisms to integrate this programme to the wider IoC project.

Source and nature of management provided

Direct line management will be the responsibility of the Institute Manager of the Institute of Coding, but day to day direction will come from the Project Manager for Industrial Masters in AI Programme.

Staff management responsibility	
None	
Special conditions	
Occasional UK travel is required to fulfil this role.	
Main duties and responsibilities	
1	**Project co-ordination** i. Establish the office for Industrial AI Masters Programme (the Programme) within the IoC, and its links with the University of Bath. ii. Act as the first point of contact for all enquiries from Universities and Industry regarding the Programme. iii. Coordinate the work of the Programme; maintaining lists of Universities and Industry participants, managing all correspondence related to the programme, and devising and distributing introductory information to interested parties. iv. Plan, attend and contribute to fortnightly Programme meetings, providing expert guidance involving communicating complex information. Set agendas in conjunction with the Project Manager, ensuring that all parties are well briefed; that appropriate consultation takes place; all decisions are recorded and implemented, and that actions are carried out. v. Contribute to the planning, and co-ordinate the execution of a series of Roundtable events across England vi. Interrogate and analyse complex data sets to provide key information to the Project Manager for a range of publications and audiences. vii. Support the preparation of documents, presentations and reports related to the Programme for a number of different audiences as required. viii. Be responsible for the provision of monitoring data regarding the IMAI Programme to the IoC Central Team as required ix. Liaise, communicate, and build strong working relationships with appropriate staff across the IoC, Office for AI and wider stakeholders. This role will require close teamwork with IoC staff, and engagement with staff at senior levels and external stakeholders. x. Support the Project Manager with the execution of their duties.

2	**Financial Administration** i. Be responsible for monitoring operating budgets of the Programme to ensure that these remain on track to keep within budget at the financial year end ii. Initiate the production and distribution of management information in respect of the Programmes' finances iii. Ensure that the Project Manager and IoC Central Team are provided with summary and detailed information relating to these accounts iv. Be responsible for the integrity of the Programme's' financial data, ensuring that financial records are both accurate and retained according to University and funding body guidelines v. Provide financial data and other management information in respect of audit, programme renewal or any other funding applications vi. Ensure that expenses claimed in relation to Programme activity are done so in accordance with the appropriate University policy
	<u>General duties</u> i. Be instrumental in driving system and process improvements, as well as identifying new opportunities for external engagement, collaborating with team members and stakeholders as needed. ii. Act as a primary liaison between the IoC Central team and IMAI team to ensure all systems and processes align with those of the main IoC, particularly with regard to monitoring and reporting iii. Initiate, structure and arrange Board meetings and meetings with Partners and stakeholders iv. Issue meeting minutes and ensure actions from meetings are followed through v. Identify complex problems and use judgement and creativity to resolve them, seeking advice from and providing advice to the Central IoC Team and Office for AI as necessary. vi. Work both autonomously and as part of a number of teams to deliver the project aims. vii. Contribute to and participate in reviews associated with the Programme viii. Ensure the data security of all data relating to the Programme, in compliance with University of Bath policy.

The post will require close liaison and collaboration with members of the IoC central team, and a collegiate approach will be essential.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance.

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
Education to degree level or equivalent experience.	Y	

Criteria: Knowledge and Experience	Essential	Desirable
Significant experience of working in an administrative support role in a busy office.	Y	
Prior experience of working within Higher Education or demonstrable experience of working in a complex organisation with multiple stakeholders.	Y	
High level of literacy and ability to draft correspondence, reports, papers, briefing notes and service committees.	Y	
Proven experience of organising a busy workload, often with conflicting priorities, to meet deadlines.	Y	
Experience of liaising and working with a range of staff and external customers at a senior level.	Y	
Experience of maintaining clear and accurate records.	Y	
Proven experience of monitoring budgets to produce analysis of expenditure and written reports.	Y	
Experience of working with academic staff.		Y

Criteria: Skills and Attributes	Essential	Desirable
Skills		
Highly developed interpersonal skills – able to communicate, present, advise, and facilitate effectively, confidently, and professionally at all levels including the most senior staff	Y	
Excellent written and oral communication skills, with a high level of accuracy and attention to detail	Y	
Ability to develop and maintain good working relationships.	Y	
Proven ability to use initiative.	Y	
Proven ability to work both independently and as part of a team.	Y	
Proven organisational skills.	Y	
Excellent IT skills including advanced knowledge and application of standard IT packages.	Y	
Proven experience in use of databases and producing reports.	Y	
Evidence of ability to develop and implement effective systems and processes and to revise them to meet changing requirements.	Y	
Proficient user of university finance and procurement systems (e.g. Agresso, Clarity).		Y
Other attributes		
Customer-focused, with a friendly and helpful attitude.	Y	
Competent, conscientious and motivated with a methodical approach to work.	Y	
Adaptable and flexible, with a willingness to learn new skills.	Y	
Ability to coordinate resources and arrange events.	Y	
Committed to producing high quality work.	Y	

Effective Behaviours Framework

The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.
Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
Delivering excellent service: Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.
Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.
Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.
Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.
Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.
Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.
Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.
Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.