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**Job Description**

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| **Job title:** | Project Manager, Mathematics of Deep Learning |
| **Department/School:** | Mathematical Sciences |
| **Grade:** | 7 |
| **Location:** | University of Bath premises with some travel to meetings in Cambridge and UCL |

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| **Job purpose** |
| The Mathematics of Deep Learning (Maths4DL) is funded by a five year £3.5M EPSRC Programme Grant starting on the 31 January 2022. Led by the University of Bath, the team includes academics and researchers from Cambridge University and University College London. Maths4DL is an ambitious programme which will unlock the next generation of deep learning by building a strong mathematical foundation that combines theory, modelling, data and computation. In addition to research, the project will feature a co-ordinated postdoctoral training programme, as well as working closely with industrial partners, external visitors, the public and policy makers.  Proactive, independent, efficient and highly effective, the Maths4DL Project Manager will play a key role in all aspects of the project’s operation to help ensure a successful programme with responsible research and innovation, and equality, diversity and inclusion at its core. They will support the full range of Maths4DL initiatives and activities described above.  The appointee will be required to develop strong working relationships with academic and professional staff from across the consortium and beyond, including engaging with staff at senior levels within industry, academia and Government. They are expected to have a deep and intuitive understanding of the academic research environment.  As the appointment will be made at the project’s inception, it is anticipated that the role will evolve and it is essential that the appointee has a flexible, problem solving approach, using sound judgement and creativity. |

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| **Source and nature of management provided** |
| Line manager – Prof Chris Budd OBE, Maths4DL Principal Investigator |

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| **Staff management responsibility** |
| Supervision of staff across the consortium and contractors as required |

| **Main duties and responsibilities** |
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| The Maths4DL Project Manager will work closely with the Executive Team across Bath, Cambridge and UCL. The appointee will have wide-ranging responsibilities across the consortium including: | |
| **Executive Support and Event Management**   * Co-ordinate meetings for a large academic-industrial network, including being part of the executive committee and liaising with network academic and industrial members. * Prepare reports to be presented at committee meetings * Carryout research, follow up, and analysis for briefing papers * Act as secretary at committees ensuring managing the agenda for the meeting, briefing members appropriately and communicating outcomes. * Be responsible for monitoring progress against actions agreed at committee and making decisions on how to proceed where appropriate * Liaising with, and supporting, the international external advisory board. * Identifying suitable funding opportunities including UKRI, ISCF, international, direct industrial, charity, GCRF, and supporting all appropriate grant applications at all levels. * Managing software licences. * Coordinating the visitor programme including managing accommodation, finances and Visas * Running many workshops each year. Including multiple (roughly one every two months) online virtual study groups as well as large (annual) face to face meetings. Dealing with all issues involved in the delegates for these workshops including marketing, website, accommodation, catering, finance, Visas, documents for the meetings. Liaising with speakers. * Managing the Maths4DL preprint series. * Ensuring that Maths4DL has a proactive approach to ‘responsible research’. | |
| **External Engagement**   * Proactive initiation, support, and development of networks with external partner organisations (including industry, government, UKRI, and charitable bodies) to support the creation of new partnerships and potential funding streams. Developing appropriate user engagement documents. Creating and supporting the user engagement strategy document. * Plan and develop an appropriate advocacy procedure with government * Represent Maths4DL at events, being the spokesperson where appropriate. * Develop, manage, and support, the outward facing Maths4DL website * Managing industrial engagement at all levels, including identifying appropriate contacts within the industrial organisations, dealing with IPR, NDA and contract issues. * Be responsible for liaising with partner university legal and finance teams over issues related to IPR, NDA and contracts * Develop and support outreach activities related to the programme, including organising an annual science festival (in Radstock) and liaising with other science festivals for the presentation of Maths4DL based activity. Developing outreach materials for schools. * Producing the marketing documents including the newsletter. * Deal with media enquiries and initiating media stories. * Raising the international profile of Maths4DL | |
| **Finance**   * Be responsible for monitoring and reporting on all project finances * Ensure that the Executive Committee are appropriately advised of budgetary implications of decisions * Procurement of equipment, including all computing equipment and HPC computing facilities. | |
| **Post-Doctoral Management**   * Co-ordination of research associate recruitment, including a proactive approach to ED&I * Organise the training of the PDRAs including developing materials, hiring training facilitators (if needed), planning training days and activities. * Organise the annual Maths4DL PDRA summer school/summer programme (for international PDRAs) * Identifying appropriate outreach and workshop activities for the PDRAs * Implementation of research associate career development training, including EPSRC Creativity@Home activities. * Manage the space allocation and finances for the PDRAs | |
| The role will at all times require close liaison and collaboration with other members of the Maths4DL team and a collegiate approach is essential.  The appointee will from time to time be required to undertake other duties of a similar nature as reasonably required by their line manager. They are required to follow University policies and procedures at all times and take account of University and project guidance. |

**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Education to degree level or equivalent experience | Y |  |
| A background/experience in a STEM (science, technology, engineering, mathematics) discipline |  | Y |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Significant experience of working in a senior administrative role | Y |  |
| Experience of liaising with senior stakeholders | Y |  |
| Experience of working in a project environment (in particular project start-up phase) | Y |  |
| Experience of working with confidential information | Y |  |
| High level of literacy and ability to draft correspondence, reports, papers, briefing notes and presentations and service meetings | Y |  |
| Proven ability to work on own initiative | Y |  |
| Prior experience of working within Higher Education, or demonstrable experience of working in a complex organisation with multiple stakeholders | Y |  |
| Advanced knowledge and application of standard IT packages and databases | Y |  |
| Experience of developing and implementing systems and processes | Y |  |
| Experience of working with academic staff |  | Y |
| Experience of providing effective one-to-one support at a senior level |  | Y |
| Proficient user of university systems (Agresso, Wikis, Moodle) |  | Y |
| Familiarity with business development |  | Y |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Proven strong written and oral communication skills including report writing and presentations | Y |  |
| Highly developed interpersonal skills – able to communicate, present, advise, and facilitate effectively, confidently, and professionally at all levels including the most senior staff | Y |  |
| Proven ability to work productively, both independently and as part of a team | Y |  |
| Proven organisational skills | Y |  |
| To have a confident approach and able to work on own initiative to successfully prioritise and manage own workload with autonomy and minimum supervision amid conflicting demands and busy work periods. | Y |  |
| A flexible and respectful collaborative approach, with the ability to successfully navigate team and project requirements | Y |  |
| Demonstrable attention to detail, with an organised approach to work | Y |  |
| Capability to manage and prioritise a high workload, often working to tight deadlines | Y |  |
| Ability to filter information and assess priorities for the Principal Investigator and Executive Team | Y |  |
| Ability to generate new ideas and recommendations for change/improvement | 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. | | | |