



University of Oxford Department of Computer Science

Job description and selection criteria

Job title	Project Manager on UKRI AI Hub Project
Division	Mathematical, Physical and Life Sciences (MPLS)
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford.
Grade and salary	Grade 7: Salary £36,024 – £42,978 p.a.
Hours	Full Time (part time can be considered)
Contract type	Fixed term contract for 3 years
Reporting to	Prof Michael Bronstein and Prof Alessandro Abate
Vacancy Reference	173345
Additional information	Whilst the two roles are Grade 7 positions, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at Grade 6 (Grade 6: £32,332 - £38,205 p.a.) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.

Overview of the role

Reporting to the Principal Investigator, the post holder will be responsible for the project management.

Responsibilities/duties

The main duties of the successful candidate will include:

Strategy Development

- Develop overall strategy for the research group in consultation with the PI, including high-level fundraising, and recruitment strategy.



- Take full responsibility for ensuring a healthy institutional culture conducive to effective research. Examples might include managing internal events to discuss team vision and strategy, coordinating/overseeing the on-boarding process for new group members, arrangement of physical office space, and maintenance of relationships with partner institutions.

Daily Operations and Logistics

- Manage the activities and outputs of the project portfolio, from initiation (planning, costings, contracting, partnerships, financial management, resourcing, forecasting) to delivery (reporting, project management, stakeholder management) to closure.
- Develop a positive working relationship with the members and create a positive and enabling operating environment for the team. Be the first point of contact and initial support for student welfare and pastoral support, as well as for student logistical or operational questions.
- Assist with the recruitment and admissions process for new group members (including recruitment of postdocs and PhD admissions), and coordinate student outreach activities within the group.
- Plan and arrange group meetings such as weekly seminars and talks, assist with student paperwork, milestones, and examination coordination.
- Propose the creation of new systems and processes to streamline operations to keep up with the changing needs of the research group.
- Support the PI with college-related duties, including admissions, reporting, supervising and the organisation of teaching.

Grant Management and Financial Administrative Support

- Provide support and advice to the team in developing the strategic direction, including identifying funding priorities and sources of support for projects. Develop relevant materials for grant proposals.
- Liaise with the departmental teams to ensure the effective management of grants; Track and monitor financial information to enable the PI to make informed financial decisions.
- Ensure that grant conditions are being met, including producing research updates for funders and other reporting requirements

Stakeholder Management

- Build effective and positive relationships with key stakeholders, both within and outside the University, and ensure good lines of communications between the group and interested parties.
- Act as the first point of contact with the Department of Computer Science's operational teams, College operational teams, and MPLS Divisional representatives, as well as external stakeholders, including funding bodies, industry contacts and research collaborators.
- Develop good working relationships and networks of influence among key partners, existing and potential sponsors, academic institutions and others, to build a stronger profile and reputation.

Communications

- Manage the public face of the project group, including the website and news announcements, along with supporting communications in promoting the work and successes of the group.
- Liaise with departmental and divisional communications teams to enhance the public face of the group.
- Act as the first point of contact for enquiries to the group, including from the Department, MPLS, external collaborators, influential contacts, and the general public.

- Assist with the development and implementation of communications and stakeholder engagement plans to communicate project team's work and aims.

Executive Assistance

- Provide research and executive assistance to the PI, to free up his time for research, as required.
- Monitor and triage the PI's inbox, with particular regard to deadlines, student expenses oversight, report requests and administrative tasks.
- Manage the PI's diary, providing efficient time-management, prioritisation, and organisation on his behalf.
- Ensure that the PI's involvement in projects or decision-making processes takes place at key times, where his input and authority are needed.
- Coordinate and support PI's teaching activities at the Department and at College.

Selection criteria

Essential

- Excellent organisational and project management skills – with the ability to manage a diverse range of activities and stakeholders.
- Ability to work independently in a complex and changing environment, taking initiative when necessary.
- Excellent prioritisation skills, and the ability to accomplish large numbers of varied tasks effectively under competing demands.
- Excellent communication skills – oral and written – adapting style to varied audiences (academic and non-academic).
- Excellent interpersonal skills, and the ability to deal with a range of individuals and work flexibly within a team.
- Strong analytical and numerical skills.
- Autonomous and solutions-oriented problem solver, who is also a strong team player.
- Positive and flexible attitude, with a proactive approach, and 'get things done' attitude.

Desirable

- Experience in developing new organisational structures to dynamically deal with challenges in a multi-stakeholder environment while delivering key organisational goals.
- Experience in complex organisations with responsibility in strategic business planning and overseeing large projects such as ones involving multi-million revenue streams or similarly high stakes.
- Experience in developing communications materials (website, blogs etc).
- Experience organising events, meetings, and conferences.

- Familiarity with the University research sector and the research funding landscape in the UK.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>

The EPSRC Hub in Mathematical Foundations of AI

Led by Professor Michael Bronstein (DeepMind Chair in Artificial Intelligence, Department of Computer Science), the Hub will focus on the mathematics and computational research which is foundational to AI, and which could unlock new, more efficient AI systems. In particular, the hub will seek new AI breakthroughs by employing theoretical tools from currently underexplored mathematical fields.

The research programme will bring together almost 40 researchers at Oxford, Southampton, Durham, Imperial, QMUL and Aberdeen from across Computer Science, Mathematics and Statistics. They will focus on developing rigorous mathematical answers to four fundamental questions that underlie modern AI and machine learning systems.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). Our Computer Science and

Informatics submission to the UK Research Excellence Framework (REF) in December 2021 resulted in 81% of research activity ranked as 4* (world-leading) and the rest ranked as 3* (internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 74 members of academic staff and 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and life sciences. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). At present, the Department holds over £75m in external funding of which £58m is research.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory*, led by Professor Leslie Ann Goldberg, focusses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning*, led by Professor Michael Wooldridge, focuses on theoretical foundations of AI, multiagent systems, deep learning, reinforcement learning, and computational linguistics;
- *Automated Verification*, led by Professor Marta Kwiatkowska, investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics*, led by Professor Blanca Rodriguez, is concerned with computational approaches for biomedical research and healthcare innovation;
- *Human-Centred Computing*, led by Professor Nigel Shadbolt, includes human-computer interaction, social computing, and the worldwide web;
- *Data, Knowledge and Action*, led by Professor Ian Horrocks, includes databases, knowledge representation and reasoning;
- *Programming Languages*, led by Professor Sam Staton, includes functional programming, program analysis, and programming language foundations;
- *Quantum*, led by Professor Jonathan Barrett, focusses on quantum computing including quantum software, causality in quantum theory, quantum cryptography and foundations of quantum computing;
- *Security*, led by Professor Ivan Martinovic, specialises in cybersecurity, protocol analysis, systems security, trusted computing, and networking.
- *Systems*, led by Professor Niki Trigoni, focusses especially on cyber physical systems. We plan to substantially broaden our research in systems to complement our existing research areas.

For more information, please visit: <http://www.cs.ox.ac.uk/>.

The Department of Computer Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and

undertake both fundamental research and cutting-edge applied work. Our research tackles major societal and technological challenges – whether developing new energy solutions or improved cancer treatments, understanding climate change processes, or helping to preserve biodiversity, and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships and faculty positions. MPLS continues in its work to support diversity in its staffing, seeing that it will bring benefits to all, and we are pleased to note that all academic departments in the Division hold Athena Swan Awards.

We have around 7,000 full and part-time students (including approximately 3,500 graduate students) and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve diverse mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (www.oxfordsparks.ox.ac.uk) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire, aided by the work of Oxford University Innovation and Oxford Sciences Innovation, is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly (hr@cs.ox.ac.uk)

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>. For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more <https://staff.admin.ox.ac.uk/health-assured-eap>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs.

See <https://childcare.admin.ox.ac.uk/>. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See <https://hr.admin.ox.ac.uk/my-family-care>

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub>

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>