



# OPPORTUNITY

## **Cyber Security Innovation Centre Manager**

**Reference:** 0151-24

**Grade:** 8

**Salary:** £37,099 per annum

**Contract Type:** Fixed Term until 31/07/2025

**Basis:** Full Time – (Will also consider part time)

# Job description

## Job Purpose:

An exciting opportunity has arisen for a Cyber Security Innovation Centre Manager to coordinate and manage the activities of the Cyber Security Innovation Centre (CSI). To manage the diverse functions required to sustain CSI's commitment to leading-edge research and practice and the management of Centre's day to day activities, which comprise of; stakeholder communication, staff co-ordination, event organisation, project management, the monitoring and managing of financial budgets and knowledge of exchange activities. Business development, executive education delivery, communication and promotional activities for the Centre will be the primary focus in this role.

The post holder will be expected to take leadership in the Centre coordination, management and business development, providing high quality project management and reporting services to WMCA, to ensure that objectives, timescales and anticipated milestones and deliverables are met. Reporting to the CSI Centre Director (Prof Vladlena Benson) the postholder will support in assisting the Centre beneficiaries and partners; maintaining the Centre records, website, and social media; reporting to the various project funders, such as the WMCA; and organising executive education, training workshops, meetings and other events. The post will require some national and international travel.

## Main duties and responsibilities

- ▶ Carry out top-level Centre project management with regards to all administrative, contractual and financial matters; Ensure day-to-day management of the Centre projects, including the WMCA bootcamps: overseeing projects' progress on a day-to-day basis, ensuring that the Centre's objectives are being met.
- ▶ Maintain day-to-day communication with the beneficiaries and partners and to act as the Centre's primary point of contact between them and the Centre Manager to ensure the implementation of the scientific research, training, revenue generation and communication activities.
- ▶ Act as a primary port-of-call for all administrative queries relating to the Centre.
- ▶ Set up administration systems, appropriate databases, keeping accurate written and digital records and ensure that these records are stored in a secure place and to maintain confidentiality of all electronically stored data in line with the provisions of the Data Protection Act and other regulation.
- ▶ Check and monitor budget expenditure both at project and beneficiaries/partner organisations' level.

## To manage the successful delivery of our cyber bootcamps and ensure we hit targets

- ▶ Create marketing materials to increase learner applications, ensuring that these follow the brand guidelines.
- ▶ Build excellent relationships with employers to source job interviews for learners at the end of their bootcamp; build great relationships with community groups and professional bodies to promote bootcamps and the work of the centre.
- ▶ Manage learner applications and schedule interviews.

- ▶ Manage the onboarding of 60+ learners across 3 cohorts in 2023/24 and provide access to their timetable and learning resources.
- ▶ Create a learner engagement plan and actively support learners to make sure that they are on track to complete their bootcamp.
- ▶ Manage all aspects of learner data and report progression stats to the West Midlands Combined Authority delivery team
- ▶ The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and be flexible, undertaking such administrative and other duties as may from time to time be reasonably expected.

### Events and Workshops

To organise seminars, workshops, conferences and networking dinners:

- ▶ To work with academic colleagues and external partners during the design stage of each event in order to plan the purpose, targeted audience and desired outcomes/achievements.
- ▶ To create the promotional material for each event and circulate to potential guests.
- ▶ To undertake administrative tasks relating to each event including venue bookings, managing finances, managing external suppliers (e.g., caterers, IT), and taking participant bookings.
- ▶ To manage the event on the day it takes place.
- ▶ To undertake follow-up activities including co-ordination and formatting of event reports and post-event follow-up with participants and academics in attendance.

### Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	Degree level (or equivalent) in a relevant subject.	Application form

<p><b>Experience</b></p>	<p>Project management experience, including supporting large complex grant-funded projects in either industrial or academic environment.</p> <p>Significant and demonstrable experience of higher education in a people and service-driven environment.</p> <p>Significant and demonstrable experience of working in a management role within a higher education setting (or equivalent).</p> <p>Substantial prior experience of office management and development and implementation of office systems, including the development and use of KPIs.</p> <p>Prior experience of University administration/ management in a research context; experience of budget-monitoring and financial processes.</p> <p>Good working knowledge of, and proficiency in, relevant management and administrative techniques.</p> <p>Experience in report writing and presenting data.</p> <p>Experience of working with international partners.</p> <p>Experience of financial / budget management.</p>	<p>Application form, interview and presentation</p>
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<p><b>Aptitude and skills</b></p>	<p>Excellent IT skills with good knowledge of standard.</p> <p>Microsoft packages (Word, Outlook, Excel and PowerPoint).</p> <p>Excellent verbal and written communication skills, with the ability to liaise effectively at all levels.</p> <p>Excellent organisational and administration skills.</p> <p>Excellent presentation skills.</p> <p>Proven ability to multitask effectively to meet demanding deadlines.</p> <p>Ability to effectively communicate deadlines to participants and ensure compliance.</p> <p>Ability to understand, assimilate and communicate complex legal obligations.</p> <p>Ability to collate information from diverse sources and compile reports.</p> <p>Coordinate multi-partner events. Proven ability to work as part of a team.</p> <p>Proven ability to act independently on own initiative.</p> <p>Ability to maintain a high level of accuracy and concentration, with attention to detail.</p> <p>Flexibility and adaptability: Willingness to adapt workload to the project's demanding and varying needs.</p> <p>Ability to work with confidential material and to maintain high standards of discretion.</p> <p>Willingness and availability to travel abroad and attend international meetings.</p> <p>Experience of developing marketing communication strategies and disseminating research findings, updates, and promotional materials.</p>	<p>Application form and interview</p>
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	Desirable	Method of assessment
<b>Education and qualifications</b>	Project management qualification or equivalent.	Application form
<b>Experience</b>	<p>Experience of working with HE Institutions.</p> <p>Experience of working on EU funded research projects</p> <p>Experience with managing MSCA projects.</p> <p>Experience of organising or coordinating successful events and exhibitions</p> <p>Experience in scientific outreach activities.</p> <p>Experience of working within an academic environment.</p> <p>An understanding of the holistic research environment in academic research.</p> <p>Engaged and maintained a network of contacts from external bodies.</p> <p>Experience in supporting funding proposal writing.</p>	Application form, interview and presentation
<b>Aptitude and skills</b>	<p>Ability to work independently as well as part of a team.</p> <p>Have a strong aptitude for leadership.</p>	Interview and presentation

# How to apply

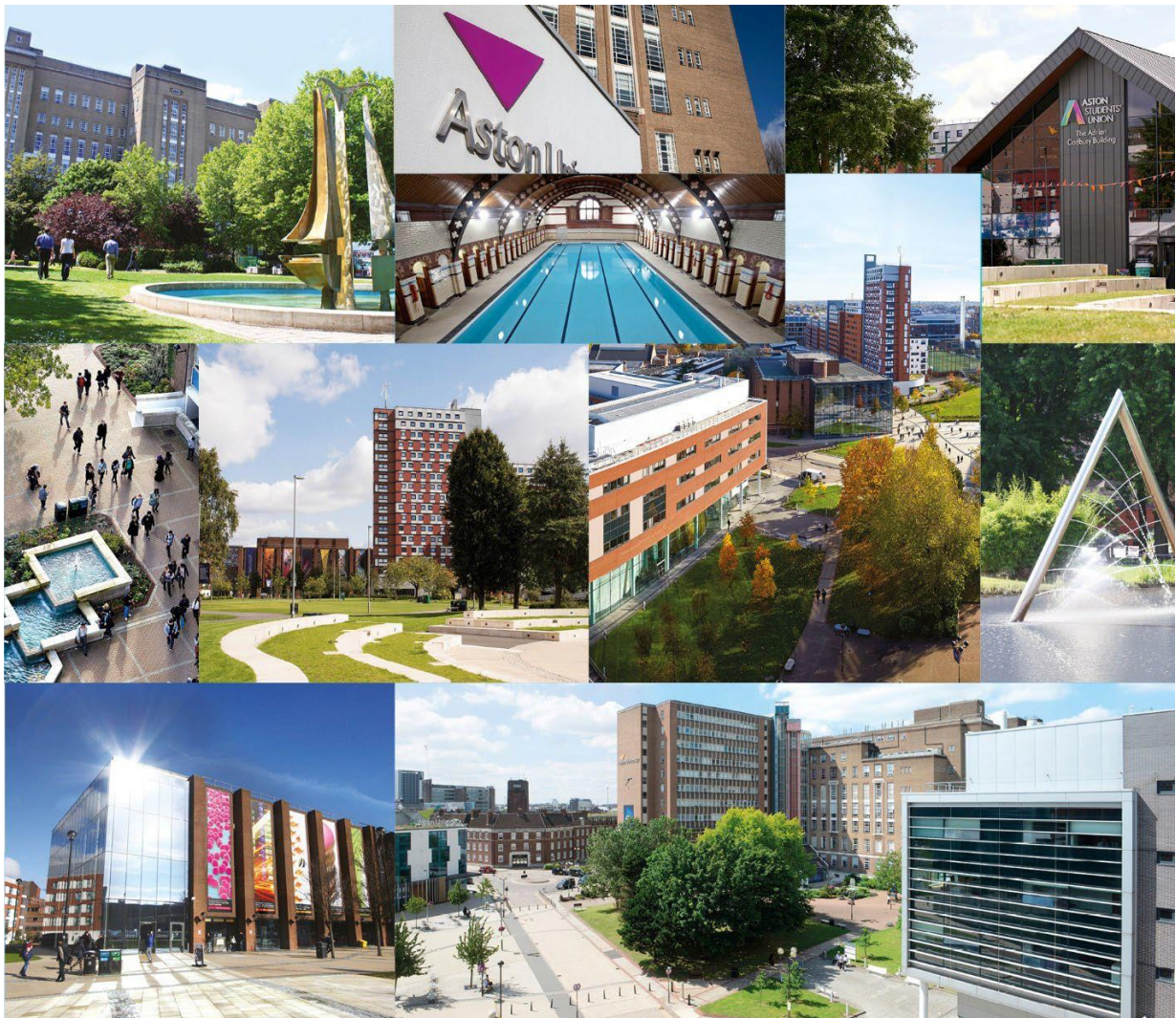
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Prof Vladlena Benson; Dr Anitha Chinnaswamy

Job Title: Centre Director

Tel: +44 121 204 5494

Email: [v.benson@aston.ac.uk](mailto:v.benson@aston.ac.uk) [a.chinnaswamy@aston.ac.uk](mailto:a.chinnaswamy@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure



that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

### **Skilled Worker Visa**

<https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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gets real.**