Project Manager - Artificial Intelligence Researcher Development Network (AI.RDN+)

OPPORTUNITY
Where change gets real.

Reference: 1014-25

Grade: 09

Salary: £47,389 per annum

Contract Type: Fixed Term (until 31/10/2029)

Basis: Full Time

Job description

Job Purpose:

Aston University's 2030 Strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and communities we serve.

Reporting to the Project Lead for the Research England funded 'Artificial Intelligence Researcher Development Network Plus (AI.RDN+)' project, we are seeking a Project Manager who will oversee all aspects of the project, including planning, execution, monitoring, ensuring timely delivery and collaboration across a diverse consortium and internal and external expert partners. Based in the Department of Society and Politics, in the School of Law and Social Sciences, the successful candidate will work with an interdisciplinary team on a four year project evaluating the take up of publicly available AI tools for doctoral research, promoting their responsible use and creating training, support and guidance for stakeholders across the doctoral ecosystem.

The successful candidate will have experience of project management and capable of managing complex workstreams, setting milestones, tracking outcomes and deliverables across key performance indicators, and ensuring budget compliance. A strong background knowledge of higher education and/or postgraduate research and/or publicly available artificial intelligence tools are essential to provide strategic oversight and drive the project forward. Strong stakeholder manager skills are also critical, as the role involves coordinating a large group of project participants, stakeholders and partners, including key experts and external organisations. The successful candidate will be a strategic thinker with a track-record of excellent leadership, organisational and communication skills, and capable of balancing/developing knowledge of postgraduate research and technical developments with practical project delivery in a dynamic, multi-partner environment.

Main Duties/Responsibilities

- Develop and implement detailed project plans, milestones and timelines
- Monitor and drive forward project progress across all work packages and adjust plans as needed to meet objectives
- Track key performance indicators (KPIs) and measure project outcomes
- Identify project risks and implement mitigation strategies as appropriate
- Facilitate collaboration between project partners, supporting consortia and external experts, advisers and employers
- Act as the primary point of contact for all internal and external stakeholders
- Ensure alignment of partner contributions with project goals
- Foster strong relationships with universities, graduate schools, researcher developers, industry and other potential users of project outcomes
- Monitor progress and facilitate stakeholder collaboration to ensure the development and delivery of the AI.RDN+ Portal
- Ensure effective systems of communication and coordinate with all Project members and internal and external stakeholders to deliver high-level project visibility locally, nationally and internationally
- Monitor a large budget and develop systems and records necessary to ensure financial compliance and efficient resource allocation

- Report on financial performance and ensure the cost-effective use of resources
- Act as the primary point of contact for the external evaluators and ensure that the evaluation process is closely aligned with project development
- Ensure and monitor the safe and secure storage of project data
- Ensure the delivery of engagement and impact, including the co-ordination and development of networks and partnerships and the collection and storage of relevant feedback
- Foster a strong inclusive team and project ethos and ensure all activities and outcomes are aligned to this
- Act as a key point of contact and Secretary to the Management Group and Project Board
- Prepare and present progress reports to funders, partners, consortium members and other external and internal stakeholders
- Ensure that all project deliverables are scalable and sustainable beyond the project period
- Line manage the Project Administrative Assistant

Additional responsibilities

- Attend academic and professional conferences as appropriate
- Engage with and support relevant doctoral and researcher development networks and activities at Aston and the University of Leeds, across supporting universities and beyond
- Carry out all duties in ways that promote fairness and engenders trust
- Develop expert knowledge and engage in skills development in line with project requirements
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- Ensure and promote the personal health, safety and wellbeing of staff and students.
- 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
Education and qualifications	- Educated to degree level or equivalent	Application form

	Essential	Method of assessment
Experience	► Working in higher education. ► Management of large and/or complex projects/organisations that include diverse groups of stakeholders.	Application form and interview
Aptitude and skills	► Strategic thinking, excellent leadership and managing complex work programmes. Management of large budgets and diverse stakeholder groups.	Application form and interview

	Desirable	Method of assessment
Education and qualifications	► Educated to postgraduate degree level	Application form
Experience	► Higher education research. Postgraduate research degrees.	Application form and interview
Aptitude and Skills	► Strong IT skills, including publicly available AI tools.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

Innovation
We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

Collaboration
We work best when we are collaborative, working together to contribute to the Aston community.

Ambition
We strive together for improvement and innovation looking ahead to see the bigger picture.

Inclusion
We treat everyone in our community equally and how they would like to be treated.

Integrity
We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Professor Phil Mizen / Professor Aniko Ekhart
Job Title: Professor, School of Law and Social Sciences
Email: (P.Mizen@Aston.ac.uk) / (A.Ekhart@Aston.ac.uk)

Enquiries about the application process, shortlisting or interviews:
Recruitment Team via recruitment@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: Benefits and Rewards | Aston University

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: You should ensure that you meet the eligibility requirements, including meeting the English language standards. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres https://www.gov.uk/tier-2-general

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, <u>but</u> do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):
If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette
If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents
There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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