Post Details		Last Updated:	5/9/2019
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences, Department of Computer Science		
Job Title	Project Manager for the UK Research Institute on Verified Trustworthy Software Systems (VeTSS)		
Job Family	Professional Services	**Job Level**	4 or 5
Responsible to	VeTSS Director (Dr Brijesh Dongol)		
Responsible for (Staff)	N/A		

Job Purpose Statement

To take responsibility of managing impact and innovation activities, liaising with industry, and managing our EDI compliance and outreach activities to maximise the impact of VeTSS activities.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Consolidate, extend, and initiate new project partnerships internally and externally.
2. Coordinate research activities across VeTSS among all partner Universities and Industry members. This includes, but is not limited to: (1) an annual NCSC research conference; (2) VeTSS annual symposium; (3) VeTSS industry innovation sandpit; and (4) VeTSS PhD symposium
3. Meet on a weekly basis with institution staff, attend project meetings and present results at other sites as required.
4. Manage an effective mentorship program.
5. Pro-actively organise and manage own time and research-related activities. Perform any other duties associated with the project, as deemed appropriate to the grade by the Directors.
6. Promote the research and activities of VeTSS in national and international forums as well as in cohort activities related to the
7. Establish robust mechanisms to track, monitor and control project delivery ensuring successful delivery of the project within funding guidelines. Copy-editing project deliverables, preparing report and their departures from agreed deliverables to the Programme Director and Sponsors. Recommend and implement appropriate solutions to project variances.
8. To publicise the project through web pages, reports and articles, and press releases.
9. Determine and collate the appropriate evidence for financial claims. Coordinate project audits and evaluations, ensuring all appropriate documentation are in place. Manage project budgets, ensuring that effective monitoring and tracking systems are in place and raising issues of variance promptly with the Programme Director.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.

- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.

- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.

- Undertake such other duties within the scope of the post as may be requested by your Manager.

- Work supportively with colleagues, always operating in a collegiate manner.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- Working independently and proactively with the project team and colleagues within and outside university as well as with external partners.
- The post holder will have a clear view on relevant research funding opportunities and prepare actionable information that can be used to respond to such opportunities.
- The post holder will work on multiple concurrent tasks ensuring that deadlines and objectives are met.

Problem Solving and Decision Making

- The post holder will have the independence to make key recommendations based on their knowledge, experience, and judgement. Where required and at points of complexity they will be supported by the PI and other Co-Is to identify key priorities.
- The post holder will be required to balance the needs of research priorities and will have outstanding relationship building and interpersonal skills.
- The post will provide a critical research management and organisation for VeTSS. The success of the role depends upon the ability of the post holder to build and maintain close working relationships with researchers and staff within and beyond the project team.

Continuous Improvement.

The post-holder will look at learnings from other colleagues and use their knowledge to build and implement innovative plans in support of our research priorities and agreed KPIs.

Accountability

The post holder will have autonomy to develop research support whilst taking strong direction and management from the project PI.

Dimensions of the role

The post holder will have budgetary responsibility for managing the ongoing research projects to ensure that the team is able to prioritise expenditure against key items within project budgets and time.

Supplementary Information

NA

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	

Degree, HND, NVQ 4 or equivalent in relevant subject / relevant formal training, plus a number of years' experience in similar or related roles. Or: Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles and the acquisition of appropriate professional or specialist knowledge.	E
Professional project management qualification e.g., PMP, PRINCE2	D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	**Essential/ Desirable**	**Level 1-3**
A track record in supporting the development of strategic research planning and the ability to translate into specific focused action plans.	E	3
Experience of planning and progressing activities within general guidelines, using initiative and judgement without reference to others.	E	3
General knowledge of software systems and university research processes.	D	n/a
Practical and project management experience.	D	n/a
Relevant experience in an industrial or research environment.	D	n/a

Special Requirements:	**Essential/ Desirable**
Must be prepared to travel throughout the UK and internationally	E

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	**Level 1-3**
Communication	3
Adaptability / Flexibility	2
Customer/Client service and support	2
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision-Making Skills	3
Managing and Developing Performance	1
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	n/a

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information The post will be based in the NCSC / EPSRC-funded VeTSS Research Institute, which is hosted within the Department of Computer Science at the University of Surrey. VeTSS has a long-standing reputation for supporting world-class research into verification of software systems, bringing together partners in academia, industry, government stakeholder, and funding bodies. The next iteration of VeTSS will carry this forward and aim to support research in established in verified security and distributed systems, as well as support new research areas such as verification in quantum computing and AI.

The Department has a long-standing reputation for its vibrant and supportive teaching and research environment. We have a growing complement of around 30 academic staff, and a current profile of 400+ undergraduate students, 100+ Masters students, and 40+ PhD students.

The Department is home to Surrey Centre for Cyber Security, which has world-leading research expertise in applied cryptography, trusted computing, secure systems, privacy and authentication, secure communications, blockchain and distributed ledger technologies, and security verification. The Distributed and Networked Systems group is internationally recognised for its work in consensus protocols, distributed trust and coordination, fault-tolerance, edge and cloud computing, networks in space, web tracking and privacy, and online harms. The Nature Inspired Computing and Engineering (NICE) group specialises in machine learning, trustworthy AI, optimisation, systems biology, and image processing, and is a key partner in the new Surrey Institute for People-Centred AI.

All research groups maintain close links with leading industries, the public sector and governmental bodies, leading to a strong heritage of real-world impact. As part of the School of Computer Science and Electronic Engineering, we also have strong links with other Research Centres in the School, including the Centre for Vision Speech and Signal Processing, the Institute for Communication Systems, and the Surrey Space Centre.

Department Structure Chart

Relationships

Internal

- The post holder will work closely with the Surrey Director (Dr. Dongol).

- The post holder will liaise with the University's Research Support staff (including pre and post award teams, legal contracts and finance) regarding funding aspects,

External

- The post involves interacting the partner university, Imperial College London.

- There is a necessity within the post to interact with existing partners and seek out other potential stakeholders across academia, industry and government.

- The post holder will communicate with postgraduate, PhD and post-doctoral researchers, academic and technical staff from a wide range of disciplines within Computer Science.