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| **Job Title:** | Project Manager - Machine Learning for Dental Imaging |

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| **Responsible to:** | Principal investigator |

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| **Responsible for:** | There is no direct supervisory responsibility  |

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| Job Summary and Purpose: |
| To support administration activity in accordance with specified research aims under the supervision of the principal investigator |

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| Main Responsibilities/Activities |
| **This information sheet should be read in conjunction with the accompanying Role Profile and will be used for shortlisting processes.** An exciting opportunity for a Project Manager to support the Principal Investigator and Co-Investigators in the project management and administrative support. The research project is on machine learning for dental radiography – we are developing an automatic solution for flagging abnormalities in dental radiography to improve detection accuracy cost and reduce the economical and human costs. The main responsibility of the post holder will be:* To support a research team by contributing to the planning for the project.
* To carry out routine administrative tasks associated with the research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and implementing procedures required to ensure accurate and timely formal reporting and financial control.
* Manage administrative activities including co-ordinating multiple aspects of work to meet deadlines;
* Support management of collaborative projects with colleagues in industry partners.
* Support the project investigators in other administrative duties related to the research project.
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| **Person Specification**  |
| **In addition to the criteria outlined in the accompanying generic Profile, the post holder should:****Essential**1. Good IT skills
2. Ability to work well independently and as part of a team, as well as to possess interpersonal skills necessary to contribute effectively to a collaborative and interdisciplinary project;
3. Excellent communication skills, including the ability to write reports and good minute taking skills.

**Desirable**1. Understanding and/or previous experience of project management and of working in a project environment, and an understanding of risk registers and project plans would be useful.
2. Understanding of ethics and medical regulations
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| **Relationships and Contacts**  |
| Direct responsibility to the principal investigator.  |

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| **Special Requirements** |
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### 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.
* 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
* Undertake such other duties within the scope of the post as may be requested by your Manager.

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| Background Information  |
| The post will be based in the School of Computer Science and Electronic Engineering, Faculty of Engineering and Physical Sciences (FEPS).  |

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| **Relationships and Contacts** |
| Informal enquiries are welcome and should be directed to Dr Yunpeng Li, yunpeng.li@surrey.ac.uk . |