

Post Details		Last Updated 11/12/2023	
Faculty/Administrative/Service Department	Faculty of Engineering & Physical Sciences (FEPS) Institute for Communications Systems (ICS)		
Job Title	Senior Project Manager		
Job Family	Professional Services	Job Level	6
Responsible to	Director of Institute for Communication Systems (ICS)		
Responsible for (Staff)	6G Projects Team Members		
<u>Job Purpose Statement</u>			
Responsible for the management of 6G projects and provide support to academic and research teams to ensure successful delivery and impactful output.			
<u>Key Responsibilities</u>			
<ol style="list-style-type: none"> 1. Advising on the day-to-day review of 6G projects . 2. Providing a key point of contact with industry contributors. 3. Manage the 6G projects under the guidance of the Director to support new Project Uses and identify business opportunities arising from the research. 4. Provide guidance, training and support to academics and researchers on potential IPRs and identify potential spin-off opportunities. 5. Help with writing patent applications 6. Help with business models for spin-offs 7. Be fully aware of standardisation activities and convey the updates to academics and identify potential areas for active contributions to standards arising from research. 8. Identify funding opportunities in UK, industry and EC and develop high quality bids <p>N.B. The above list is not exhaustive.</p>			
All staff are expected to:			
<ul style="list-style-type: none"> • 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, operating in a collegiate manner at all times. 			
Help maintain a safe working environment by:			
<ul style="list-style-type: none"> • 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. 			
<u>Elements of the Role</u>			
<u>Planning and Organising</u>			
<ul style="list-style-type: none"> • The post holder will be responsible for 6G projects that are managed by senior academics in ICS, identify IPR and standardisation opportunities and interact with industry and government funders. This will require intensive project management and will involve dealing with teams of specialists made up from both University technical staff and research and standardisation people from industry partners. • Work with the University and industry partners' marketing departments in promotion of ICS research on 6G. 			

Problem Solving and Decision Making

- The post holder is expected to operate with a degree of autonomy, with minimum referral to the ICS Director.
- The post holder will resolve potential conflicts in individual projects to maintain alignment with overall 5G and 6G strategy. This will potentially require resolution of technical issues whilst recognising and being sensitive to pressures on individual technical and research staff.
- Development of IPR and standardisation contributions arising from the project and inform the researchers of latest standardisation activities. The ability to resolve internal resource and technical issues whilst maintaining positive external relationships is a key part of the role.
- The post-holder must be capable of making difficult decisions on how best to allocate available resources to individual companies or particular research projects to best fit with changing strategic priorities with guidance from the ICS Director.

Continuous Improvement

- The post holder must help with enhancing quality and impact of the projects. To maintain quality of outputs to provide basis for the University to expand its activity with industry partners and other research institutions
- The post holder must ensure that outputs of the projects are captured in time for impacts on standardisation, IPR generation and possible spin-off companies that are important for the next REF.
- The post holder will develop a streamlined programme management and reporting mechanism to cope with the 6G R&D programme with the guidance of the ICS Director.

Accountability

- The post holder will manage the 6G programme of research to deliver first class outputs to industry partners and to research funding bodies. The post holder will be expected to do this with limited regular supervision, following regular strategic review. Typically, the post holder will be expected to give formal monthly update summaries.
- The post holder will be responsible for the operation and development of the 6G programmes with limited guidance from ICS Director. This is a demanding aspect of the role and the post holder will be accountable for technical decisions.
- The post holder will also ensure that the 6G projects are delivered within budget, with the support of the ICS Director.
- Delivery of the 6G projects to agreed Project scope drafted by project partners from industry, academia and government.

Dimensions of the role

Typically, the post holder will:

- be responsible for managing up to 10 x separate research projects at any one time.
- have line management responsibilities for research active colleagues, this may be up to 20 staff.
- be responsible for coordinating with external contractors and suppliers in respect of the 6G testbed upgrades and evolution.
- be responsible for the development of themselves in association with the ICS Director and PhD and postdocs.
- have budgetary responsibilities for 6G projects of up to £10m as part of their work.
- be responsible for the successful running of academic research and several project outputs.
- be responsible for legal issues in IPR and standardisation in association with the ICS management team (ICS Director, ICS Finance lead).
- be responsible for overseeing quality of research outputs.
- support the ICS Director in developing the 6G research and development strategy.

Supplementary Information

- Recent government reports on the HE sector, such as the influential Witty review, have placed emphasis on UK universities acting as "engines of the economy". Both BEIS, HEFCE, DCMS are developing new funding streams which will increasingly favour high quality research programmes with the capacity for significant economic impact and the ICS is considered as an exemplar in this regard.

Person Specification		
Qualifications and Professional Memberships		
Relevant degree (in Electronics Engineering or Computer Science) and proven track record in active contributions to 3GPP standardisation process and meetings and IPR generation.		E
Professional qualification (in Electronics Engineering or Computer Science)		E
Professional Project Management Qualification or equivalent experience		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
Hands-on Mobile and Network design, implementation, and commissioning	E	3
Experience as a senior manager including financial management	D	2
Hands-on understanding of Mobile networks 4G, 5G.	E	3
Relevant experience in research, IPR, Standardisation, business or service environment	E	2
Detailed operational knowledge of LTE/ 5G architecture, protocols, functionality and capabilities	E	2
Experience in supervising/working and interworking with R&D teams.	E	2
Experience of commissioning Mobile Network RAN and Core Network equipment from at least 2 vendors: e.g. Huawei, Ericsson, Nokia Base stations and core equipment.	D	1
Worked with (3GPP Rel-15+) features in mobile networking.	E	3
Experience of Mobile Network Optimisation	E	3
Working Knowledge of 4G/5G equipment	E	3
Have worked on or have working knowledge of Self Organising Network based optimisation systems.	D	n/a
Operational knowledge of LTE/ 5G	D	n/a
A good working knowledge of the Further Education and Higher Education sector	D	n/a
Knowledge, understanding & application of European Commission Framework in project preparation, execution and reporting	D	n/a
Special Requirements:		Essential/ Desirable
Must be prepared to travel throughout the UK and internationally		E
Must be able to drive		E
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		2
Problem Solving and Decision-Making Skills		3
Managing and Developing Performance		2

Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	3
Strategic Thinking & Leadership	3

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

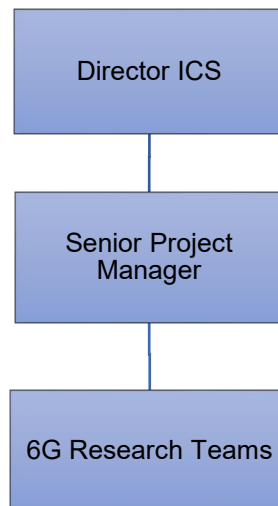
Background Information

The University of Surrey ranks in the top 34 of UK University league tables. The Faculty of Engineering and Physical Sciences (FEPS) has within it a number of leading research groups one of which, the ICS, has consistently ranked as Europe's largest and leading academic research organisation in the field of mobile, Satellite and internet technologies.

Surrey has now been successful in winning £multi-million bids to UK Government, UKSA, research council, European Space Agency (ESA) and EC programs in securing the 5G/6G Innovation Centre. The objective is to maintain and evolve the world's foremost academic research and innovation centre in future mobile communications and internet technologies and in the use of telecom "Big Data" and AI in developing advanced technologies towards 6G for 2030+.

The programme includes close collaboration with many multinational telecommunications industry partners, all of which have contributed significantly to the R&D programme.

Department Structure Chart



Relationships

Internal

The post holder will primarily liaise with members of the 5/6G project team as well as other associated research staff within ICS and 5/6GIC partners .

External

The post holder will liaise regularly with the 5/6G partners which will require significant technical and project management skills.