

<b>Post Details</b>		<b>Last Updated:</b> 3.01.2025	
<b>Faculty/Administrative/Service Department</b>	FEPS / Centre for Vision Speech and Signal Processing (CVSSP)		
<b>Job Title</b>	Project Manager		
<b>Job Family</b>	Professional Services	<b>Job Level</b>	4
<b>Responsible to</b>	Principal Investigator		
<b>Responsible for (Staff)</b>	No staff currently report to this post		
<b><u>Job Purpose Statement</u></b>			
To act as the co-ordinator and point of contact for complex multi-million pound, multi-partner collaborative projects funded by the UK Research Council, Europe and Industry, and to ensure the operational aspects of these projects run smoothly.			
<b><u>Key Responsibilities</u></b> 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)			
<ol style="list-style-type: none"> <li>1. Act as single point of contact for all project management issues concerning the projects under management, working closely with Principal Investigators, the co-investigators at partner institutions and industrial partners to ensure successful delivery of the project from inception to final closure.</li> <li>2. Set up and maintain project files (including document control procedures). Ensure funding body rules and requirements are respected and adhered to, in order that any risks are minimised with regard to potential project audits, either internal or external.</li> <li>3. Liaise with senior internal and external academics and professionals to identify relevant issues and problems, putting forward recommendations for resolution.</li> <li>4. Act as the single point of contact for all parties regarding the processes and procedures for the projects under management, answering questions and/or referring them for more expert opinion when required.</li> <li>5. Act as the main point of contact and liaison between key University stakeholders, external organisations – local, regional and national – other Universities (if appropriate) and business/industry.</li> <li>6. Act as Secretary to the governing group/s, attending meetings and taking the Minutes where required. Act in an advisory capacity to the Chair in all administrative matters, and ensure that the decisions of the group/s are communicated correctly.</li> <li>7. Facilitate/assist in the compilation of management reports.</li> </ol>			
<b>N.B. The above list is not exhaustive.</b>			
<b>All staff are expected to:</b>			
<ul style="list-style-type: none"> <li>• Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.</li> <li>• Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.</li> <li>• Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.</li> <li>• Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.</li> <li>• Undertake such other duties within the scope of the post as may be requested by your Manager.</li> <li>• Work supportively with colleagues, operating in a collegiate manner at all times.</li> </ul>			
<b>Help maintain a safe working environment by:</b>			
<ul style="list-style-type: none"> <li>• Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.</li> <li>• Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</li> </ul>			
<b><u>Elements of the Role</u></b>			
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.			
<b><u>Planning and Organising</u></b>			
<ul style="list-style-type: none"> <li>• The post holder is expected to use their professional expertise in project management to manage and coordinate complex multi-million pound collaborative research projects.</li> </ul>			

- They will input into the development of a governance structure for each of the projects under management, the rigour of which will be critical to successful delivery. This will include acting in a secretariat capacity to the governing groups, managing the administrative organisation and record keeping of this group, attending key meetings as required, taking Minutes and providing information and advice to the Chair.

### **Problem Solving and Decision Making**

The post holder will act as the focal point for all questions and issues that arise in connection with the projects and any associated programme of activities, and they will be expected to provide advice and solutions to the Principal Investigators, including advising on remit, scope, and deliverables – in particular, highlighting and addressing potential drift in any of these areas. The resolution of any issues in this or any other connection, will usually be found through referring to their previous experience of similar problems, or through making reference to departmental policies and procedures and applying them.

The post holder will work to build on and extend the relationships that develop as part of the projects and they will be proactive in the identification of potentially damaging problems that could jeopardise these relationships. The post holder will be expected to use initiative and judgement when addressing and resolving more complicated problems and issues, referring only the most complex of these, or those outside of the remit of their role, to their line manager. The post holder is however, expected to have a degree of involvement in finding and implementing resolutions in this case.

### **Technical Skills**

Even if not essential for the post, technical skills and understanding of Artificial Intelligence is desirable.

### **Language Skills**

The research will involve Deaf people and users of British Sign Language (BSL) but through wider collaborative links and projects, there will be users of other international Sign languages such as ASL (American) or DGS (German). Knowledge of Sign language and awareness of Deaf culture would be advantageous as would a working knowledge of BSL. Deaf candidates with suitable project management experience would be welcome to apply.

### **Continuous Improvement**

Whilst the post holder is expected to work with an established framework of processes and procedures, there is a level of autonomy within this role.

### **Accountability**

The post holder will work within established departmental processes and procedures and with minimum day-to-day supervision. There is scope for them to apply judgment and initiative when managing their workload and setting medium-term priorities, and when responding to any conflicting demands, provided they show regard for the longer-term objectives of the projects under management. The role is key to the successful delivery of projects which in turn impacts on areas including: research and research income, University finance, Faculties and RIS.

### **Dimensions of the role**

The post holder will oversee and manage multi million pound collaborative research projects working closely with Research Finance, Principal Investigators, funding bodies and project partners.

### **Supplementary Information**

The post holder is expected to have an understanding of the importance of the relationships that exist between University academics and external organisations involved in various projects. It is key to the smooth running and effectiveness of complex projects that these relationships are identified, understood and managed. The post holder must have highly developed interpersonal skills in order to communicate effectively with all levels and disciplines (academic, research, professional) within the University and externally. In particular, they will

need the confidence and skills to be respected for their ability to organise, problem solve and provide added value to any project they are managing.

The post holder will have no direct supervisory responsibility, but their skills and breadth of experience will enable them to act as a mentor to less experienced members of the projects team where required.

**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.

<b>Qualifications and Professional Memberships</b>		<b>Essential/ Desirable</b>
Degree, HND, NVQ 4 qualified 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		<b>E</b>
Professional project management qualification e.g. PRINCE2		<b>D</b>
<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential / Desirable</b>	<b>Level 1-3</b>
Proven relevant experience in a similar role	E	2
Experience of building relationships and contacts with a wide variety of academic and professional people up to the most senior of levels, and establishing and maintaining credibility with these people	E	3
Experience of identifying and analysing problems, assessing their impact, and determining an effective course of action for dealing with issues that arise	E	3
Experience of planning and progressing work activities within general guidelines, using initiative and judgment without reference to others	E	3
Comprehensive knowledge of relevant software packages e.g. Microsoft Office, Microsoft Projects, and Visio	E	2
Technical skills and understanding of Computer Vision and Artificial Intelligence	D	n/a
Knowledge of Sign Languages and Deaf culture	D	n/a
Experience of risk analysis, assessment and management techniques	D	n/a
<b>Special Requirements:</b>		<b>Essential/ Desirable</b>
Occasionally the post holder may be required to travel and to work outside normal office hours.		<b>E</b>
<b>Core Competencies</b> 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.		<b>Level 1-3</b>
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		3
Planning and Organising		2
Continuous Improvement		2
Problem Solving and Decision Making Skills		3
Managing and Developing Performance		1
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		2
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

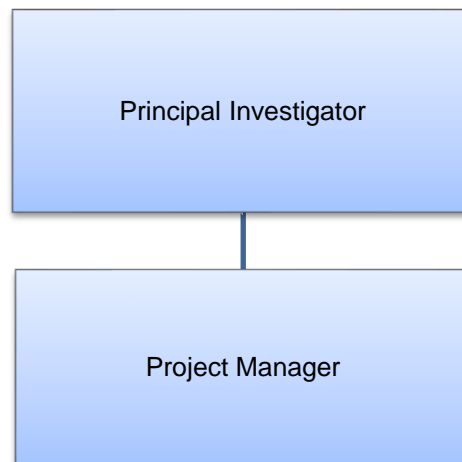
The Centre for Vision Speech and Signal Processing (CVSSP) is one of the major research centres of the Faculty of Engineering and Physical Sciences at the University of Surrey. It was founded in 1986 within Surrey's Department of Electrical and Electronic Engineering. Our aim is to advance the state of the art in multimedia signal processing and computer vision, with a focus on image, video and audio applications.

With 38 years at the forefront of its field, CVSSP is an internationally recognised leader in audio-visual machine perception research. We spearhead advancements in core AI technologies like computer vision, natural language processing, and signal analysis. Our research bridges theoretical foundations to real-world applications. By nurturing a collaborative environment for world-class researchers, CVSSP plays a pivotal role in shaping the future of these transformative technologies.

Shortlisted as University of the Year 2024 at THE Awards, the University of Surrey is a global community of ideas and people, dedicated to life-changing education and research. With a beautiful and vibrant campus, we provide exceptional teaching and practical learning to inspire and empower our students for personal and professional success.

The post holder will have a very diverse network of contacts that will be from all academic and professional levels within the organisation. In particular, the post will work closely with Faculty administrative staff, Academic staff and external organisations including project partners.

**Department Structure Chart** *Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2<sup>nd</sup> shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).*



**Relationships** *This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)*

### Internal

- Research finance
- Principal Investigators and research staff

### External

- Funding Bodies
- Project Partners