Post Details		Last Updated:	17/07/2025
Faculty/Administrative/Service Department	FEPS / CSEE / Centre for Vision, Speech and Signal Processing (CVSSP) and the Institute for People-Centred AI (PAI)		
Job Title	Project Manager (ACIT Hub)		
Job Family	Professional Services	**Job Level**	4
Responsible to	Hub Lead / Principal Investigator (Dr Helen Cooper)		
Responsible for (Staff)	-		

Job Purpose Statement

The post-holder is responsible for the planning, preparation, execution, and reporting of projects under the direction of the Principal Investigator. This includes multi-partner collaborative projects funded by the UK Research Council, Europe and Industry, and to ensure the operational aspects are clearly defined and achieved within the agreed time, cost and quality guidelines.

The post-holder will be working within a wider professional services team within CVSSP/PAI and will have responsibility for the Accelerated Compute Training Hub. Funded by the UK Research and Innovation (UKRI) and the Engineering and Physical Sciences Research Council (EPSRC), the project is a collaboration between the University of Surrey, University of Oxford, University of Sheffield, Imperial College London and University of Bristol. Our aim is to create a go to hub for training and career development, supporting those working at the frontiers of accelerated compute infrastructure in the UK.

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. 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 leadership and delivery of the project from inception to final closure.

2. Track and report delivery: Set up and maintain project records (including document control procedures). Ensure funding body rules, principles and requirements are respected and adhered to, ensure compliance and efficient auditability.

3. Lead on planning and organisation of board/management meetings, and other project management events, in collaboration with the Hub team

4. Liaise with senior internal and external academics and professionals to identify relevant opportunities, issues and problems, putting forward recommendations for improvement or resolution.

5. Guidance and support: 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.

6. Stakeholder management: identify and maintain relationships with University stakeholders, external organisations – local, regional and national – other Universities (if appropriate) and business/industry.

7. Act as Secretary to the governing group(s), overseeing and arranging meetings and taking minutes and actions as 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.

8. Governance: Facilitate/assist in the compilation of management and key reports.

9. To be part and engage with the wider professional services team in CVSSP/PAI to ensure coherence of project management delivery, efficient use of resources available and sharing of best practice to promote continuous improvement.

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, operating in a collegiate manner at all times.

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

- The post holder is expected to use their professional expertise in project management to manage and coordinate complex multi-million pound collaborative research projects.
- 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.
- The post holder 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 referring 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.

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.

The post holder is expected to take a proactive approach to their work, reviewing past and present incidents to identify opportunities to improve service.

The post holder will recommend formally or informally to management, improvements in working methods, processes or services and implement them as appropriate under the guidance of their line manager.

The post holder will be expected to keep their own professional knowledge of IT systems, equipment, services and solutions current, building and using internal and external networks of contacts, and exploring independent sources of research.

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 the Faculty Research & Innovation Office (FRIO).

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.

We operate a hybrid remote working model. The post holder will be based at the Surrey Institute for People Centred AI and is expected to attend campus when required during their duties. There is an expectation that the post holder will work on campus minimum 2 days a week as standard.

The Hub will be hosting multiple events both locally and across the partner locations and the post holder will need to attend many of these to support the Hub lead and wider Hub team.

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 project team where required.

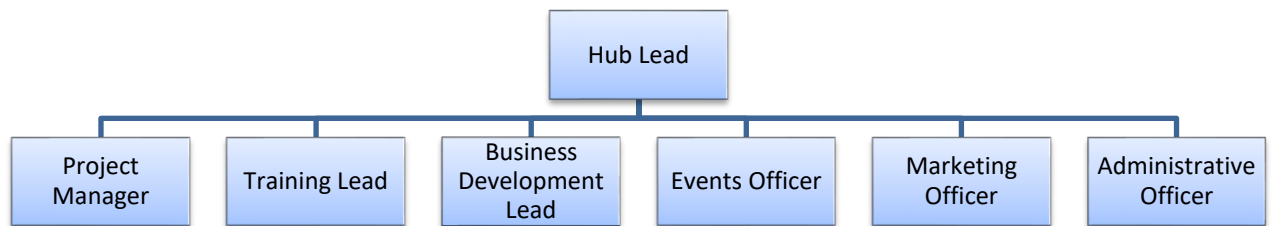| Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.		
Qualifications and Professional Memberships		
Degree, HND, NVQ 4 qualified or equivalent in 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		E
Professional project management qualification e.g. 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**
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 project management: planning, delivering, controlling and completing a project from start to finish	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
Comprehensive knowledge of relevant software packages e.g. Microsoft Office.	E	2
Interest or experience in adult education, training networks or high performance/accelerated computing	D	n/a
Experience of working in a research/innovation environment	D	n/a
Experience of risk analysis, assessment and management techniques	D	n/a
Special Requirements:		**Essential/ Desirable**
Occasionally the post holder may be required to travel and to work outside normal office hours.		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		3

Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	3
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	2
Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	3
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 ACIT-Hub links the University of Surrey, University of Oxford, Sheffield University, Imperial College London and University of Bristol. It is based at Surrey and is a collaboration between the Surrey Institute for People-Centred AI (PAI) and the Research Computing Services IT team. It is a recently founded national training hub for the technical experts who build and maintain the accelerated compute systems needed for the cutting-edge research that takes place both at Surrey and across the UK. The Hub's mission is to create a professional network for these experts and draw on their knowledge and expertise to develop a national-scale training program that will future-proof the UK's accelerated compute infrastructure. It will establish recognised qualifications and encourage diverse routes into the field to underpin the creativity and ingenuity on which research compute thrives.

The Surrey Institute for People-Centred AI is the founding pan-university institute at the University of Surrey, bringing together core AI-related expertise in audio-visual and signal processing, computer science, and mathematics, with its domain expertise across engineering and physical sciences, human and animal health, law and regulation, business, finance and the arts and social sciences. Our multi-disciplinary approach puts people at the heart of AI. Our research starts with the problems that impact individuals, communities and society, and identifies how AI can address these challenges safely, responsibly and inclusively. PAI's success builds on the strength of the University in foundational AI over the past 38 years through the Centre for Vision, Speech and Signal Processing (CVSSP) which is ranked 1st in the UK for Computer Vision and in the top 5 for Audio-Visual AI.

We spearhead advancements in core AI technologies like computer vision, generative audio, 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.

Department Structure Chart

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                          │ Hub Lead │
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│Manager│ │ Lead   │ │Development│ │Officer│ │Officer │ │Officer   │
│       │ │        │ │Lead      │ │       │ │        │ │          │
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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.)*

The post holder will have a very diverse network of contacts that will be from all academic and professional levels both within the organisation and externally.

Internal
- ACIT-Hub Team
- Research finance
- Principal Investigators and Research Computing Services staff
- CVSSP/PAI Professional services team

External
- Funding Bodies
- Project Partners