| Post Details | | Last Updated: | 06/10/2025 |
|---|---|---|---|
| Faculty/Administrative/Service Department | FEPS / CSEE / Centre for Vision, Speech and Signal Processing (CVSSP) and the Institute for People-Centred AI (PAI) | | |
| Job Title | Training and CPD Lead | | |
| Job Family | Professional Services | Job Level | 4 |
| Responsible to | ACIT-Hub Lead | | |
| Responsible for (Staff) | N/A | | |

**Job Purpose Statement**

The purpose of this role is to lead and support the development, design and delivery of training and educational programmes for the newly established Accelerated Compute Infrastructure Training-Hub (ACIT-Hub). Training programs will cover a wide range of formats and levels from early career bootcamps to online self-paced learning and expert knowledge exchange workshops. Topics will be both technical and translational. The post-holder will be working within a wider professional services team within the Centre for Vision Speech and Signal Processing (CVSSP) and the People Centred AI Institute (PAI) and will have responsibility for the Accelerated Compute Training Hub. Funded by 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, both in universities and industry settings.

The post holder will build good relations with colleagues in the Hub's team, both at Surrey and externally. They will develop a technical programme in collaboration with the Hub's experts, form a good understanding of the existing career paths and support learners with skills gap analysis tools. In recognition of the fast changing field they will drive an iterative refinement of the Hub training program based on feedback from learners and new technologies.

The post holder will work with external accreditation bodies to ensure that the Hub's core training offering is validated and appropriate to market to a wide range of learners both within and outside the HE sector. They will lead the secondment and mentoring calls with support from the wider Hub team to offer learners a fully rounded training offering.

The post holder will play an important role in establishing inclusive training culture for all learners and staff which recognises and values the importance of diversity in accelerated computing. Given the close link between accelerated compute and the AI research it underpins, the post-holder will actively support responsible and inclusive AI training.

The post holder is expected to be able to plan and organise their own work schedule, prioritise work accordingly and act independently, referring critical decisions to the leadership team when required.

**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. Lead on ACIT Hub training planning, development and delivery working in collaboration with the Hub Lead and technical experts.
2. Manage and support the development of online educational resources in AI and their integration in internal and external training programmes.
3. Work with the Business development lead to support engagement with external organisation in the development and delivery of education and training programmes and events.
4. In collaboration with the Hub Lead, liaise with external accreditation bodies to ensure validation of core Hub training courses.
5. Drive the career pathway assessment for Research Infrastructure Engineers and maintain an overview of how this develops during the hub's lifetime.
6. Work with the Hub team to plan and deliver a secondment and mentoring programme
7. Contribute to establishing an inclusive and responsible research training culture.

**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

- With the Hub Lead and Project Manager plan the training catalogue for the ACIT-Hub
- Planning and organisation to deliver high-quality educational programmes which achieve learning outcomes with an excellent education experience.

## Problem Solving and Decision Making

- Use your professional expertise to provide recommend courses of action that will solve challenges.
- Work with colleagues collaboratively to come up with solutions to problems and creative ideas.
- Use insights and data to inform courses of action and to review performance.
- Identify gaps in our insights and recommend solutions to fill them.

## Continuous Improvement

- Maintain an understanding of the Hub's training priorities and how it is delivering against them.
- Build and maintain trusted working relations with colleagues and senior leaders.
- Apply an iterative improvement strategy to the training plan hosting regular co-design workshops with key experts to ensure the hub continues to meet the community's needs.
- Maintain one's professional skills by exploring best practice and keeping abreast of developments in the professional training industry.
- The post holder will be required to undertake regular self- development work to continuously improve and enhance their understanding of EDI, equities in society and Higher Education and how to be an active bystander and ally.

## Accountability

- The post holder will be responsible for the accuracy and appropriateness of the content produced but is expected to seek support from colleagues and subject matter experts to 'sign-off' finalised materials.
- Building and maintaining effective working relationships that span team and organisational boundaries.
- Maintain the expected high quality of training outputs.
- Exercise discretion in respect of the confidentiality and sensitivity of the information handled.

## Dimensions of the role

- This role is part of the core Hub team, led by the Hub Lead. The role will maintain an active link with the other CVSSP and PAI training roles.
- Responsible for nurturing an inclusive, supportive, and dynamic team and Hub ethos that creates the conditions for colleagues to perform to their best.
- This role is highly collaborative and requires the post holder to work with colleagues in the Hub, Institute and across the University.

## Supplementary Information

- We operate a hybrid remote working model. The post holder will be based within 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.
- The Hub will be hosting multiple events both locally and across the partner locations and the post holder may need to attend some of these to support the Hub team.

- This service role touches all aspects of the ACIT Hub and is critical to ensuring an inclusive culture which recognises and values the contribution of all.

| 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** | | |
| Professionally qualified with a relevant degree/postgraduate qualification, plus demonstrable experience in similar or related roles<br>Or:<br>Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience in relevant roles. | | E |
| **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** |
| Experience of designing engaging, effective learning experiences using adult learning principles | E | 3 |
| Experience of eLearning Development tools and using them to create interactive training content | E | 3 |
| Skills in analysing training effectiveness using established models (e.g Kirkpatrick's) | E | 3 |
| Skills in stakeholder Engagement – using co-design techniques to collaborate with learners to identify training needs and priorities | E | 3 |
| Excellent IT skills, including: MS Office applications, facilitating virtual training sessions in MSTeams or equivalent and using survey tools to gather feedback. | E | 3 |
| A high standard of administrative, organisational and multitasking skills with good attention to detail | E | 2 |
| Strong writing and verbal communication skills | E | 3 |
| Skilled in facilitating group discussions, panels, and reflective exercises | E | 2 |
| Experience of working with IT/Technical professionals | D | n/a |
| Experience of working with accrediting bodies | D | n/a |
| Experience of working in Higher Education | D | n/a |
| **Special Requirements:** | | **Essential/ Desirable** |
| Flexibility to work outside normal office hours, if required | | D |
| **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 | | 2 |
| Managing and Developing Performance | | 1 |
| Creative and Analytical Thinking | | 2 |
| Influencing, Persuasion and Negotiation Skills | | 2 |
| Strategic Thinking & Leadership | | 2 |

This Job Purpose reflects the core activities of the post. As the Hub 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.

**Hub Team Structure Chart**
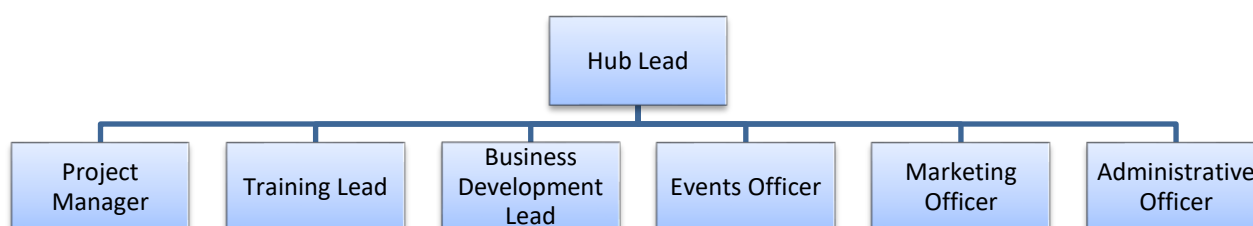
**Relationships**

As the Hub's training and CPD lead the post holder is expected to develop a solid understanding of key contacts and relationships both internally and externally.

**Internal**
- The post holder will be part of the ACIT Hub and work closely with the Hub Lead and Project Manager.
- As the Hub is closely aligned with PAI and CVSSP at the university they will need work together with the relevant professional services teams to align processes and procedures.
- Institute PhD students
- Faculty and Central services (e.g HR, Education and Digital learning teams)
- Finance team
- Estates & Facilities, University Security Office

**External**
- Service providers & suppliers
- Visitors & guests to the Hub
- Partner organisations – institutions