## Purpose of role

To manage the BBSRC UKRI “Artificial Intelligence (AI) in the Biosciences” network project (AIBIO-UK). This 5-year project is tasked to bring the UK bioscience and computational AI communities closer together, and in particular to increase the knowledge of the Bioscience community around AI techniques. This will be done by organising a series of events (workshops, conferences, training) over 5 years, as well as managing a pilot project fund to support AI in Bioscience pilot activities and organise placements.

The role includes organisation and monitoring of planned project activities, liaison with project partners and stakeholders, coordination of internal funding calls, referee processes and distribution of awards, outreach and engagement with the wider public, and project management to support the Principal Investigator and management team.

## Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
<th>Main responsibilities</th>
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| 30%             | Support the Principal Investigator by managing the project  
▪ Effective day-to-day running of the project  
▪ Managing budget allocations between multiple Universities, Schools and activities and ensuring appropriate use of funding  
▪ Design and implement appropriate mechanisms to manage funding calls, partnerships and project activities etc.  
▪ Liaise with the Research Software Engineer supporting the project (based at Aberystwyth)  
▪ Assisting with project report deliverables (sourcing information, etc.) |
| 30%             | Assist with organising stakeholder events, workshops, focus groups and other activities funded by the grant, including an annual conference.  
▪ To include arranging venue, catering, arranging materials, liaising with participants and speakers, and promoting the activities  
▪ Organise online meetings and events as necessary, managing a community calendar of events |
| 20%             | Ensure effective communication both within the Management Group and between AIBIO-UK and stakeholders involved in the project  
▪ Ensure efficient communication between members of the Management Group and Steering Group, and Management Group and Community Working Groups (on Ethics, Responsible Research and Innovation |
|   | (RRI), Equity, diversity and inclusion (EDI) - to include planning interactions, arranging meetings, taking minutes, etc.  
  ▪ Work with partners to develop collaborations and encourage input into further AIBIO-UK activities  
  ▪ Act as the central point of contact, both internally and externally for queries relating to the project  
  ▪ Approach potential new partners with a view to collaboration |
|---|---|
| 4 | **Coordinate calls for pilot research awards and placements**  
  ▪ Design and produce funding call documentation for pilot-funding projects  
  ▪ Support Network members in developing collaborative teams  
  ▪ Liaise as necessary with BBSRC, UKRI, Finance and other University departments to establish clear mechanisms to make and monitor awards  
  ▪ Liaise with funded projects to ensure delivery of required reports etc. |
| 5 | **Promote the project both within and outside the University**  
  ▪ Develop and implement a project communications strategy recognising the range of stakeholders  
  ▪ Maintain/update a dedicated network website and help maintain a social media presence  
  ▪ Organise promotional materials and news items  
  ▪ Create surveys and questionnaires for eliciting feedback on events  
  ▪ Liaise as necessary with bodies (e.g. Early Career Researcher and Research Technical Professional organisations) both within and outside the University to help organise outreach and public engagement activities |
### Person specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>▪ Excellent organisational skills</td>
<td>▪ Experience of the research funding process in Higher Education</td>
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<td>▪ Excellent communication and interpersonal skills</td>
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<td>▪ Some understanding of AI as a topic, and bioscience as a domain</td>
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<td>▪ Negotiation skills, particularly in a multidisciplinary research environment</td>
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<td>▪ Experience of direct communication with representatives of the UK Research Councils</td>
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<td>▪ Excellent IT skills to include social media management tools</td>
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<td>▪ Awareness of the challenges of working within and integrating a diverse, multidisciplinary environment</td>
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<td>▪ Website and social media content design and maintenance</td>
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<td>▪ Ability to maintain confidentiality</td>
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<td>▪ Ability to identify key points from complex or large amounts of information and present to disparate stakeholders</td>
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<td>▪ Problem solving skills, conflict resolution</td>
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<tr>
<td><strong>Knowledge and experience</strong></td>
<td>▪ Experience of project or network coordination in a multidisciplinary environment</td>
<td>▪ Experience of the research funding process in Higher Education</td>
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<td>▪ Experience of</td>
<td>▪ Budget allocation</td>
<td>▪ Some understanding of AI as a topic, and bioscience as a domain</td>
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<td>▪ Event planning</td>
<td>▪ Project promotion</td>
<td>▪ Experience of direct communication with representatives of the UK Research Councils</td>
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<tr>
<td>▪ Project promotion</td>
<td>▪ Developing partnerships/collaboration</td>
<td>▪ Awareness of the challenges of working within and integrating a diverse, multidisciplinary environment</td>
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<td>▪ Experience of making decisions independently</td>
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<td>▪ Networking, actively engaging with and valuing other areas and diverse groups</td>
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<tr>
<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ Degree (2:1 or higher) level or equivalent, and/or track record of relevant professional experience</td>
<td>▪ Project management qualification (e.g. Prince2 Foundation and Practicioner)</td>
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The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

- Line manager
- Role holder
- Key stakeholder relationships
  - AIBIO-UK PI
  - Network Manager (Artificial Intelligence in the Biosciences, AIBIO-UK)
  - Colleagues, Management group
  - External community