



Job title	Head of Transformation for Responsible AI UK (fixed term).	Job family and level	Administrative, Professional and Managerial Level 6
School/ Department	Computer Science	Location	Horizon, Jubilee Campus

Purpose of role

RAi UK is a national £31M centre creating an ecosystem for responsible AI research and innovation. The **Head of Transformation** will be responsible for the strategic planning of transformation strategy and ecosystem creation activities, working closely with the CEO, COO, Chief of Staff, and Leadership Team in alignment of RAI UK’s Strategy and applicable Strategic Plans; including but not limited to research, skills, industry and partner liaison, communications, events, and RRI/EDI coordination.

- To act as RAI UK lead on operational matters related to building the RAI UK ecosystem providing expert yet pragmatic advice and guidance to senior management across RAI UK.
- Provide executive support to the RAI UK’s Ecosystem Coordination Pillar, acting as the key point of contact for stakeholders such as UKRI.
- Provide core input to the development of RAI UK’s Strategic Plan and related guidance to enable RAI UK to respond to the changes in the UK’s AI landscape. Support RAI UK’s funding and participation in large complex, often innovative projects, and partnerships, yet effectively manage the risks of doing so.
- Developing effective working relationships with RAI UK partners, members of the advisory network, industrial and other relevant external organisations.
- Working with research and innovation services (at partner institutions) to identify appropriate exploitation opportunities and determine potential new domains for RAI UK.
- Supporting tech transfer activities, including industry fellowships.
- Lead, motivate, mentor, and manage the ecosystem team of highly skilled professionals, actively seeking to support career progression and attract new talent, to deliver RAI UK.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>RAI UK Ecosystem Management</p> <ul style="list-style-type: none"> ▪ Provide strategic and operational leadership of all RAI UK ecosystem activities ensuring support is provided in a professional fashion. Development of a streamlined and pragmatic approach whilst protecting the interests of RAI UK. Apply extensive expertise and deep knowledge of the RAI research environment to propose creative solutions incorporating risk qualification and management strategies. ▪ Responsibility for establishing new and innovative research and commercial partnerships with a range of academic, industry, government and civil society organizations in the UK and abroad. 	30%

	<p>Management and exploitation of all intellectual assets arising from research projects.</p> <ul style="list-style-type: none"> ▪ Responsibility for the direction and strategy of marketing and promotional activities of the RAi UK research programmes. ▪ Provide expertise and assistance to the RAi UK Leadership Team on a variety of RAi research related activities, ensuring that Responsible Research and Innovation (RRI) and Equality, Diversity, and Inclusion (EDI) principles are embedded throughout. 	
2	<p>Strategy</p> <ul style="list-style-type: none"> ▪ Provide strategic and operational leadership for RAi UK ecosystem activities, working with the CEO, COO, Chief of Staff, as well as other members of the Leadership Team to ensure alignment with RAi UK goals. ▪ Maintaining an expertise in key operational areas including skills, communications, events programme and RAi UK RRI/EDI framework and processes. 	20%
3	<p>Financial Management</p> <ul style="list-style-type: none"> ▪ To provide long-term business planning and financial direction for RAi UK to realise its strategic aims in its ecosystems activity (£31.5m) ▪ To manage all financial aspects of the Nottingham subcontract from University of Southampton under the imposed funding profile with effective financial forecasting. ▪ To manage in detail the overall £12m budget across the consortium for all ecosystem activities under the imposed funding profile. ▪ Ensure that all research programmes are delivered on time and to budget. Manage staffing across research programmes to ensure delivery of research by using temporary staff to cover absences/shortfalls when necessary whilst ensuring pay remains within the allocated budget. ▪ Responsibility for securing additional income through new contract research and consultancy agreements. 	20%
4	<p>Leadership</p> <ul style="list-style-type: none"> ▪ Provide leadership to the Transformation Team across the three participating universities (Nottingham, King's, Southampton), which will include the Head of Projects (manages the funded research portfolio and related activities), Skills Manager (manages the skills programme, including stakeholder liaison, syllabus lab, Online Academy, accelerator training programmes), Partnerships Manager (manages and develops partner relationships, supports the Industry Advisory Board), Communications Manager (implements communications, public and policy engagement strategy, including dissemination of information to stakeholders), Events Manager, and RRI/EDI Coordinator (Implements the RRI and EDI Framework plan, acts as an EDI ally, monitors EDI metrics). 	10%
5	<p>People Management</p> <ul style="list-style-type: none"> ▪ Direct management of a team of Level 4 and Level 5 APM operations staff, directly line managed at University of Nottingham and indirect line management of operations team members based elsewhere. Maintain oversight of workloads, monitoring turnaround times and identifying, 	10%

	<p>resolving, or escalating issues, delays and any matters undealt with as a result of staff changes and handovers.</p> <ul style="list-style-type: none"> ▪ Manage the performance of staff through the setting of agreed objectives, both for them personally and for the areas and teams for which they are responsible. ▪ Provide mentoring, training, support, advice, and guidance as necessary and develop and maintain an operations manual (suite of standard templates, operating procedures and guidance) in support of their role. 	
6	<ul style="list-style-type: none"> ▪ Act as the RAI UK representative on national initiatives towards harmonisation, standardisation and streamlining of operations with senior colleagues across the organisation. 	5%
7	<ul style="list-style-type: none"> ▪ Keep abreast of the AI landscape, particularly in terms of regulatory and policy developments, to ensure up to date knowledge for the proper performance of the role. 	5%
8	<ul style="list-style-type: none"> ▪ Any other duties appropriate to the grade and role. 	

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Ability to persuade and influence in order to foster and maintain relationships. ▪ Ability to resolve tensions and difficulties as they arise. ▪ Excellent written, presentation and verbal skills, with ability to communicate at a variety of levels including senior managers in large multinationals. ▪ Excellent inter-personal skills with a wide range of people of different backgrounds, from within and outside the organisation ▪ Strong people management skills, including change management and the ability to motivate staff. 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Significant and recent experience of managing of high value complex research programmes. ▪ Breadth of vision to identify opportunities for strategic developments in the RAI UK ecosystems, and ability to effect change. ▪ Good knowledge and experience of operational issues within research environment and HEIs. ▪ Proven ability to guide and advise senior colleagues on complex operational issues 	<ul style="list-style-type: none"> ▪ Good knowledge of relevant technology regulation, particularly data protection laws ▪ Commercial experience in a corporate environment or an ability to demonstrate excellent business acumen. ▪ Knowledge of the working processes and systems of the University of Nottingham, such as Worktribe (RIS), UniCore. ▪ Contacts into relevant industries, government, and third sector organisations.
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Skill level equivalent to achievement of a professional qualification <p>Or</p> <ul style="list-style-type: none"> ▪ Postgraduate degree in an RAI UK related field or related qualification. 	<ul style="list-style-type: none"> ▪ A good first degree, or equivalent; in any RAI UK related field.
Statutory, legal or special requirements	<ul style="list-style-type: none"> ▪ Proven Flexibility to work unusual hours. ▪ Willingness to travel on business (mostly UK, some overseas). 	



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

Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

Taking ownership

Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

Forward thinking

Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition

Professional pride

Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

Always inclusive

Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others



