

Job description

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| Post title and post number | Research Support Administrator – 51730 |
| Organisation advertising Description | School of Computer Science in the College of Engineering and Physical Sciences |
| Post number | 51730 |
| Full-time/Part-time | Part-time (60%) |
| Duration of post | Up to 44 months |
| Post is open to: | Internal and External Candidates |
| Salary | Starting salary is normally in the range £25,769 to £28,143. With potential progression once in post to £31,656 a year. |
| Additional information | Informal enquiries about this post can be made to Mr Bryan Fryer; b.s.fryer@bham.ac.uk |
| Terms and conditions | Administrative and Other Academic Related Staff |
| Closing date | 15 March 2016 |

Job summary

The Medical Imaging and Image Interpretation Group in the School of Computer Science has recently negotiated a large EU Marie Skłodowska-Curie Innovative Training Networks (ITN-ETN) project. We have 11 European partners (7 academic, 2 hospitals and 2 SMEs), two partner organisations in the US, and there are 15 collaborating projects. Our vision is to develop a suite of standardised non-invasive devices that will provide essential information about brain health in neurocritical care and neuromonitoring, with a particular emphasis on traumatic brain injury and hypoxia in newborn children. BITMAP will develop non-invasive photonics-based monitoring techniques and data analysis methods to provide biomarkers that could guide patient management. A cohort of multi-disciplinary Early Stage Researchers (ESRs), embedded in leading laboratories across Europe, will work together on an programme designed to address the key technological and clinical challenges in neurocritical care.

This challenging post is essential to the success of the project. The post holder is a key member of the team. You will be responsible for the overall project co-ordination, maintaining up to date communication with various collaborators/stakeholders, financial documents, reports, and coordination of project meetings. The ability to liaise with industrial partners is an important requisite of the post.

Main duties

Project and research support

The post holder will be responsible for project managing all aspects of the Innovative Training Networks (ITN-ETN) project, and other subsequent projects, and will be expected:

- To implement the day to day project coordination with the coordinator, project leaders and university administration. This includes organising technical meetings, both nationally and internationally.
- S/he must be comfortable with handling complex financial and administrative issues. To provide accurate and succinct records of the project and to proactively engage with the project partners to resolve any issues or challenges encountered.
- To manage the acquisition of project resources in conjunction with academic staff, School Operations Manager, Finance and HR
- To manage project resources and deal with any issues that arise, such as fixed term contracts and budgets
- To actively liaise with Work Package (WP) leaders to coordinate all aspects of the project in order to implement project deliverables and milestones
- National and international travel to certain meetings is required.
- Organise and manage meetings as required with internal and external organisation and to make appropriate travel, catering and accommodation arrangements.
- Organise and manage meetings, seminars, conferences, CPD/training activity and other events as required with internal and external organisations and to make appropriate travel, catering and accommodation arrangements.

With excellent coordination and communication of formal project reporting, you will be responsible for

- Tracking project progress and assisting leaders in completing the formal reporting and auditing compliant with DIF and external funder regulations.
- Developing a data repository system, and be responsible for its ongoing maintenance including regular updating in terms of project progress, upcoming meetings and events.
- Establishing and maintaining an electronic and paper filing system for all formal project management and any associated documents including reviews and dissemination materials.
- Documenting the presentation of project results and ensuring that they are prepared on time, circulated to appropriate individuals and are archived in the database system.
- Take responsibility for the news, events, research communications and public engagement elements of the network's website. This will include:
 1. Develop a strategy for ensuring the research, events and news on the network's websites are up-to-date, relevant, and represent the strength of research and outputs

2. Proactively manage the appearance and content of all relevant content on the network's website(s) and act in an advisory and guiding capacity for group members
 3. Undertake and / or commission copywriting on research areas for publication on the website. This will include ensuring the network's key research themes are highlighted and presented in an attractive and accessible way to its various stakeholders and seeking out stories to represent on relevant websites.
- Managing the relationship with EU, including reporting and general enquiries
 - Supporting key internal relationships, such as with the EU and partners.
 - Supporting key external relationships with industry partners and funding bodies

MARKETING AND RECRUITMENT

- To lead on the marketing, recruitment, and related outreach activities for the ITN programme.
- To develop a strategy to promote the ITN programme, source opportunities for promotion and arrange attendance at events.
- Take responsibility for the news, events, research communications and public engagement elements of the network's website. This will include:
 - Develop a strategy for ensuring the research, events and news on the project group's websites are up-to-date, relevant, and represent the strength of research and outputs
 - Proactively manage the appearance and content of all relevant content on the group's website(s) and act in an advisory and guiding capacity for group members
 - Undertake and / or commission copywriting on research areas for publication on the website. This will include ensuring the group's key research themes are highlighted and presented in an attractive and accessible way to its various stakeholders and seeking out stories to represent on relevant websites. Provide advice as to how copy may be adapted for printed materials.

GENERAL GROUP SUPPORT

- To provide general administrative support to the group, including research staff, students and visitors
- To actively manage space allocation and resources in delegated labs and offices within the School
- To interpret complex data and disseminate in an appropriate format, as required
- To undertake editorial work and prepare presentations
- To support submission to journals
- To liaise with professional colleagues in Corporate Services, e.g. Finance, HR, related to projects and act as a single point of contact for the group's staff

To undertake other duties and responsibilities in line with the grade as required by the Group Leader and School Operations Manager.

Scope of Role/Dimensions

- The role has no direct reports.
- The role holder will liaise with up to 20 internal and external partners at any one time, including a key external body, EU
- The role holder provides a professional project management service for research funding opportunities and associated processes

Knowledge, Skills, Qualifications & Experience

Essential

- Educated to degree level or above, preferably in a discipline related to the project's areas of academic activity or equivalent work experience
- Experience of building and maintaining successful relationships with academic colleagues, industry, funding bodies and/or other internal and external organisations
- Experience of working within a research focused and/or higher education environment
- Experience of supporting collaborative projects in an academic, industrial or public sector setting
- Knowledge of the UK and EU research funding environment

Desirable

- Significant experience of supporting academics with the management of EU funded projects.
- Background in recruitment and/or marketing for postgraduate programmes
- Understanding of postgraduate education, funding and the student lifecycle

Skills

- Effective communication, both written and verbal, and report writing skills
- Website creation/editing and content creation
- Strong interpersonal, influencing and organisational skills
- Excellent analytical skills, with the ability to interpret and disseminate information from complex documents
- Proven capacity to work in a proactive, flexible, diligent manner both independently and as part of a team, sometimes outside of normal working hours, and according to business need
- Ability to assess and organise resources, and plan, prioritise and progress work activities, sometimes under pressure and to tight deadlines
- Proficient in the use of Microsoft Office applications and willingness to learn other software packages as required

Planning & Organisation

The role holder should proactively engage with academic and other University staff, to ensure that;

- They demonstrate an understanding of the priorities for their own areas of interest
- Make the most efficient use of time and financial resources through rigorous prioritisation
- Priorities are balanced within the areas designated to the role such that they prioritise and schedule work and resources accordingly, taking appropriate action to ensure on-time and on-budget delivery
- Planning takes into account the short to medium term objectives of individual projects and longer term objectives of the Research Group/School

The role is located in the School of Computer Science building, working closely with the Medical Imaging Group and liaising with other groups within the College and University.

Decision Making

- 1) Without reference to others
 - a. Respond to enquiries, provide specialised research funding information to academic colleagues
 - b. Collect information with a view to understanding the landscape of the area of designated responsibility
 - c. Communication and dissemination of information to an internal audience
 - d. Prioritisation of workloads
 - e. Preparation of project plans
 - f. Preparing generic information for inclusion in grant applications, web and literature
- 2) After consulting others
 - a. Liaison with external organisations
 - b. Financial commitments
 - c. Submitting copy and design briefs to External Relations
 - d. Communication and dissemination of information to an external audience
- 3) Or that would be referred to someone else
 - a. Significant deployment of resources
 - b. Financial, HR and contractual decisions

Internal/External Relationships

- Operations Manager – Line management, support (weekly)
- Line Manager with whom targets, priorities, personal and professional development are agreed, monitored and evaluated. Support for facilities, HR and Finance related queries.
- Research Group Lead – Direction, support (daily)
- Functional manager with whom targets and priorities are agreed.
- Regular contact and understanding of internal research activities across area of designated responsibility. Demonstration of good awareness of academic disciplines, empathy for academic needs and strong process expertise
- Research Group members – Liaison and support (daily)
- Corporate Services (particularly Finance, RIS, RKTS) – Liaison, support (weekly)

- External partners – Liaison with regard to accreditation and funding applications (weekly)

Background Information

The School of Computer Science – General Information

The School of Computer Science at the University of Birmingham has an established and growing international reputation for research and teaching in Computer Science. It is ranked 1st in the Guardian League tables 2014 for Computer Science and IT. The School has nearly 180 active researchers (academic staff, research staff and research students) and is a close knit community that enjoys a stimulating intellectual environment. Both in teaching and research, our staff and students address issues of importance to the scientific community, business world and government agencies. Our research programmes are supported by a wide range of bodies, including UK and EU Research Funding Agencies, overseas governments and universities, and UK and multi-national companies.

Research is also undertaken collaboratively with universities and research laboratories throughout the world. It is organised into themes:

- **Human Computer Interaction Group:** Human-Computer Interaction is a broad field and includes research spanning a range of disciplines. Core members of the centre include researchers from the School of Computer Science and from the Department of Electronic, Electrical, and Computer Engineering. The combination of complementary skills from members of the Centre across the University allows us to take a person-centred perspective on HCI to understand, conceive, design, build and evaluate new systems and investigate their impacts.
- **Natural Computation Group:** computational systems that use ideas and get inspiration from natural systems, including biological, ecological, economic, chemical and physical systems. The primary application areas of natural computation include adaptive optimisation, machine learning and advanced data mining.
- **Medical Imaging and Image Interpretation Group:** The group has a long established track record in the development and application of computational methods and imaging systems for clinical, pre-clinical and molecular imaging studies. The group's work centres on development of novel imaging systems for non-invasive image acquisition, and image and data analysis in biology and healthcare. The group is a key member of the EPSRC funded CDT in Medical Imaging and Physical Sciences in healthcare.
- **Security and Privacy Group:** The Security and Privacy group researches all aspects of computing security and privacy. It currently consists of six core academic members and three additional academic members. Particular expertise in within the group includes designing secure systems, formal analysis of systems, applied cryptography, security testing, and developing attack methods and defenses. The research ethos of the group is to tackle problems that are important to society, including government and industry. We are recognised as an EPSRC/GCHQ Academic Centre of Excellence in Cybersecurity Research.
- **Software Engineering Group:** the focus is on the systematic engineering of scalable solutions, which are targeted towards real and industrial problems and

emerging large scale distributed computing paradigms (e.g. Services, Cloud). The group researches tightly intertwined issues in fundamental areas of software engineering with a focus on requirements engineering; software architecture; software modelling; software analysis, testing and verification; software economics and management; security, dependability and green aspects.

- Theory of Computation Group: Our work concerns the development and study of precise mathematical formalisms that can be employed for the design, specification, and verification of computer programs. This is in a tradition of mathematical semantics that was started in the UK in the 1960s by Peter Landin, Christopher Strachey, and Dana Scott. This kind of semantics encompasses many mathematical theories, foremost among them order theory, topology, logic, game theory, and category theory, all of which feature in the work of the Birmingham Theory Group. It is the rich and often surprising interplay between these mathematical areas and programming concerns that gives rise to opportunities for deep and profound research.

The School is a world class centre for research and research-led teaching and has a strong research culture. In the Guardian University Guide 2016, Computer Science is ranked 4th, 7th in the Complete University Guide 2015, and was University of the Year in 2013-14. We are ranked 8th in the UK for research intensity. The 2014 REF confirmed Birmingham's position amongst top research universities: more than 81% of all research carried out by the University of Birmingham is rated as or 'world leading' or 'internationally excellent' in terms of its originality, significance and rigour.

Within the School, there is considerable interaction between people working in different areas in the School, and several people work in two or more groups. The School has maintained a friendly collaborative atmosphere, with a highly consultative management style. There are research seminars each week, with a good balance between visiting and internal speakers and between formality and informality. A significant proportion of the School's budget is earmarked for research support, including provision of up to date computing facilities, school study spaces to complement the main university library, funding or travel for conferences, regular visiting seminar speakers, and guest positions. Research training towards MPhil or PhD degrees is offered in all the main research areas. The School makes available a number of studentships and teaching assistantships for outstanding PhD students, in addition to externally funded scholarships.

The School offers an integrated set of BSc and BEng/MEng degree programmes at the undergraduate and postgraduate levels. All our undergraduate degree programmes have a strong practical element with software workshops in the first two stages and a major project in the final stage. All our main degrees allow students to take a year out for study abroad or to work in industry. Students also have the opportunity to combine Computer Science with Business Studies. We were rated as First in the Russell Group of Universities for Teaching in the 2014 National Student Survey.

The School also offers a set of one-year MSc programmes, including Cyber Security, Human Computer Interaction and Robotics. These programmes, together with a more research focused MSc in Advanced Computer Science, are available to students who have already completed an undergraduate degree in computer science. We also offer an MSc in Computer Science for students converting from another scientific or engineering discipline.

The School provides generous financial support for making presentations at conferences and for pilot research projects. It maintains a flexible, open and encouraging research. It recognises the importance of both theoretical and applied research and of their interactions. In addition, the School encourages interdisciplinary research.

University

The University of Birmingham is a major civic university founded in 1900. It is research-led and has a strong reputation and an assured future as a leading British university.

The University is located on a pleasant leafy and spacious campus, three miles south of the recently re-developed City Centre, and is nevertheless only a short drive away from beautiful countryside. The campus is close to popular, attractive residential areas, and has a small railway station adjacent to it, connecting to the city centre and to towns south of Birmingham.

The city boasts excellent programmes of classical music, ballet and theatre. Also, Stratford-upon-Avon with its world-renowned theatrical productions is only a 40-minute drive from the campus. The city has an international airport and is well supplied with road and rail links.

The University is the Times/Sunday Times University of the Year 2013-14.