



## Candidate Information

<b>Position:</b>	eFutures Network Manager, EEECS
<b>School/Department:</b>	School of Electronics, Electrical Engineering and Computer Science
<b>Reference:</b>	19/107628
<b>Closing Date:</b>	Thursday 15 August 2019
<b>Salary:</b>	£33,199 to £39,610 per annum
<b>Anticipated Interview Date:</b>	Tuesday 27 August 2019
<b>Duration:</b>	4 years

### JOB PURPOSE:

The post is funded from the "eFutures 2.0: Addressing Future Challenges" EPSRC collaborative project involving the universities of Newcastle, Bristol, Edinburgh, Liverpool, York and Imperial College London. The funding is used to bring together researchers, industry and other groups to develop collaborations through workshops, visits and part-time coordinators.

This critical role will manage and grow a network specifically involved in exploring the considerable potential of applying electronics to a wide range of new applications. Paramount to this will be driving the eFUTRES2.0 Network forward to meet the strategic goals.

### MAJOR DUTIES:

1. Run series of networking activities, focusing on 'industry pull' and including specialist early- and mid-career researchers workshops, specialist technical meetings, annual community events including organising topics, speakers, agendas, venues, etc.
2. Organise important topic and industrial relevant events in different regions across the UK, where key industrial communities are based.
3. Establish and foster new links with different disciplines and industries such life sciences, agri-food, etc., through direct engagement and visits.
4. Build bridges between academia and a broader range of industry and electronics through better and more effective engagement with industry-facing organisations such as the KTNs and TechWorks.
5. Enhance network interconnectivity by exploring more effective use of social media and creating a more interactive eFutures website to better engage members and particularly encourage industry-academia collaboration.
6. Create and maintain a brokering capability to help industry engage more effectively with academia.
7. Organise and support a set of discipline-bridging feasibility studies, each of which will deliver outputs including: proposals to Innovate UK and EPSRC; case studies; and academic papers.
8. Create, develop close links and collaborate in events with other networks such as Connected Everything: Industrial Systems for the Digital Age, CommNet2 and the UK Research Institute in Secure Hardware and Embedded Systems (RISE) etc.
9. Manage the financial processing of events organisation, attendee and speaker expenses, etc.
10. Lead a roadmapping exercise for potential applications for electronics.
11. Undertake any other duties appropriate to the grade and role that may reasonably be requested by management.

### Planning and Organising:

1. Plan and monitor network activities against proposed plans.
2. Work under general direction within a clear framework of accountability. Substantial personal responsibility and autonomy.
3. Plans own work to meet given objectives and processes.
4. Plan in advance to meet deadlines as required.
5. Coordinate and liaise with other members of the network management team.

### Resource Management Responsibilities:

1. Provide guidance as required to administrative staff who are organising and processing finance information for events.

**Internal and External Relationships:**

1. Initiate and sustain engagements with network management team members to facilitate progress against objectives.
2. Participate in external engagements with commercial partners, government bodies and academic institutions as required.

**ESSENTIAL CRITERIA:**

1. Honours Degree or equivalent in a related area.
2. At least 3 years' relevant (demonstrable) experience in at least 3 out of the following:
  - Working in a strategic environment and contributing to development and delivery of strategic plans;
  - Development of a network of stakeholders and facilitating collaboration and communication;
  - Influencing, persuading and negotiating with senior members of staff in and across complex organisational structures;
  - Supporting the delivery of collaborative projects and of project management in the HE sector;
  - Management of projects, people and resources;
  - Establishing, implementing and supporting complex systems and procedures;
  - Identifying new and innovative ways of promoting research collaboration.
3. Ability to communicate complex information clearly.
4. Excellent written and spoken English language communication skills.
5. Ability to build contacts and participate in internal and external networks.
6. Ability to produce high quality documentation, presentations and briefings.
7. Ability to develop a network of stakeholders and facilitating collaboration and communication.
8. Demonstrable intellectual ability.
9. Ability to assess and organise resources.
10. Ability to meet the mobility requirements of the post, particularly the requirement to attend meetings with companies and universities largely in the UK but also around the world as needed by the project.

**DESIRABLE CRITERIA:**

1. A degree in a relevant scientific field.
2. Relevant Postgraduate qualification.
3. Project management qualification.
4. Understanding of research areas of relevance to eFUTURES2.0 Network, including, microelectronics systems, electronic design and sensors.
5. Evidence of supporting the development and implementation of successful research funding proposals.
6. Experience of working within the HE environment to support multidisciplinary research and collaboration activities.
7. Experience of evaluating projects and establishing data collection protocols considering the needs of multiple stakeholders.