

## **Candidate Information**

**Position:** eFUTURES Network Manager  
**School/Department:** School of Electronics, Electrical Engineering and Computer Science  
**Reference:** 19/107827  
**Closing Date:** Tuesday 8 October 2019  
**Salary:** £33,797 to £40,322 per annum - Pro-rata 0.5 FTE  
**Duration:** 48 months

### **JOB PURPOSE:**

We are seeking to appoint a part-time Network Manager with a high degree of creativity and innovation. You will be responsible for organising a range of national events in varying formats for the electronics research community. This diverse community is drawn from university, commercial and public sectors. The network events target specific needs, such as early- or mid- career researchers, catalysing new research at the boundaries of (otherwise isolated) disciplines, or bringing commercial and academic researchers together. The network will build on a previously successful network of more than 400 members, eFutures, and is government funded (EPSRC) for a further 4 years.

### **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 as 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 knowledge transfer networks (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. Supervise 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. Plan 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.
2. At least 3 years' relevant (demonstrable) experience in at least 3 out of the following:
  - Evidence of planning and delivering recent and relevant meetings and/or events [at a national/international level]
  - Engaging and negotiating with senior staff in external companies/ organisations;
  - Working in a strategic environment and contributing to creation and delivery of strategic plans;
  - Supporting the delivery of collaborative projects and project management including people and resources;
  - Establishing, implementing and supporting complex systems and procedures;
  - Use of new technology/social media in engaging community/user base.
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. Strong interpersonal skills.
9. Enthusiasm for the role and interacting with a wide range of people
10. Demonstrable intellectual ability.
11. Ability to assess and organise resources.
12. 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. Project management qualification.
3. Evidence of one or more of the following:
  - Understanding electronics technology
  - Worked previously in the electronics sector
  - Supporting the creation and delivery of successful research funding proposals.
  - Working within the HE environment in supporting collaboration activities.
  - Evaluating projects and establishing data collection protocols considering the needs of multiple stakeholders.