Candidate Information

Position: Project Manager Cyber-AI Hub
School/Department: School of Electronics, Electrical Engineering and Computer Science
Reference: 23/110963
Closing Date: Monday 12 June 2023
Salary: £44,414 - £51,306 per annum
Anticipated Interview Date: Wednesday 28 June 2023
Duration: 35 months or available until 31/03/2027 (whichever is sooner)

JOB PURPOSE:

To oversee the £10.4m Cyber-AI Hub project at the Centre for Secure Information Technologies (CSIT) and ensure the successful delivery of the project within the specified time, budget, and quality constraints, while maintaining strong relationships with industry partners, academics, the monitoring officer, and other stakeholders.

The Cyber AI-Hub project is a collaborative R&D project in the field of cyber security and artificial intelligence, funded by the UK Government in Northern Ireland alongside the Department for Science, Innovation and Technology and Innovate UK. Based at QUB's Global Innovation Institute in Belfast's Innovation District, the project is a place-based intervention that aims to accelerate R&D activity, grow and advanced talent pipeline and the cyber security industry in Northern Ireland. It will deliver positive economic impact and contribute to growing the number of cyber security professionals in Northern Ireland to 5000 by 2030.

MAJOR DUTIES:

1. Manage, lead and co-ordinate the project team to ensure that the project meets its objectives of growing the cyber security industry in Northern Ireland, delivering positive economic impact, and contributing to growing the number of cyber security professionals in Northern Ireland to 5000 by 2030.
2. Lead, monitor and drive progress against the project plan to ensure delivery of key targets and objectives on time, within budget and of standard/quality required. Where allocated, manage the project budget, including monitoring, controlling and reprofiling expenditure against the project budget overall and allocation of resources to various workstreams. Provide financial reports to project boards or other committees/managers as required.
3. Evaluate progress against project plan, identify and, where appropriate, escalate emerging risks associated with the project and develop and implement strategies to manage these. Assess and manage the impact of modifications to agreed project deliverables.
4. Prepare and present detailed reports to relevant stakeholders with regard to overall project performance and progress.
5. Organise project events, workshops, and other activities to engage stakeholders and foster collaboration.
6. Manage and co-ordinate relevant internal and project communication.
7. Develop and maintain strong relationships with academic and industry partners, Innovate UK, the monitoring officer, and other stakeholders to foster collaboration and drive innovation.
8. Undertake any other project tasks associated with the delivery of the Cyber AI-Hub project

ESSENTIAL CRITERIA:

1. A minimum of a bachelor's degree in a relevant field (e.g., Computer Science, Cyber Security, Business Administration).
2. At least 5 years of experience managing large-scale R&D projects involving multiple stakeholders and budgets of £5m or more.
3. Experience managing collaborative projects involving academic and industry partners.
4. Proven ability to successfully deliver projects on time, within budget.
5. Demonstrable evidence of positive negotiation and influencing skills.
6. Excellent communication, leadership, and team management skills.
7. Strong communication and interpersonal skills
8. Strong analytical and problem-solving skills, with the ability to identify and manage project risks and issues.

9.   Experience of project management methodologies, tools, and techniques.

DESIRABLE CRITERIA:
1.   Master's Degree in science/engineering, business, or related discipline
2.   Experience of managing high level KPIs, reporting, or appointed, to Board level and/or C-Suite
3.   Experience of working with or within a university, a research environment or a knowledge or technology transfer environment (defined as 10 years minimum).
4.   Experience of working in the cyber security, data science, telecommunications, or enterprise software sector.