Candidate Information

Position:	eFutures 3.0 Network Manager
School/Department:	School Office (Elect, Elect Eng & Comp Sci)
Reference:	23/110982
Closing Date:	Monday 19 June 2023
Salary:	£44,414 per annum pro rata
Anticipated Interview Date:	Friday 30 June 2023
Duration:	Fixed term until 14 May 2025

Job Purpose

To oversee the management of the "eFutures" network, an EPSRC collaborative project led by Queen's and involving the universities of Bristol, Cambridge, Edinburgh, Glasgow, Kings College London, Liverpool, Manchester, Newcastle, Nottingham Trent, Sheffield, Southampton, Sussex, Ulster, York and Imperial College London. To forge collaborations with external stakeholders, including those in industry, government and arms-lengths bodies as well as academia, which will benefit the UK electronic system community, build on the foundational work of the eFutures 2.0 Network and enable it's expansion. The Network Manager will be tasked with overseeing the strategic objectives of the project, including matching the aims, where appropriate, of UKRI and other key funders.

Major Duties

1. Deliver and manage a series of events tailored for eFutures membership and focused on directly engaging researchers with relevant industries to encourage wider networking and build relationships. These include a major Net Zero conference, three specialist events and two community events involving overseeing the programme, brokering key relationships and ensuring high impact.

2. Manage the activities of the eFutures Project Co-Ordinator to ensure there is a regular and varied programme of national events, on important topics and industrial-relevant events in different regions across the UK, where key industrial communities are based.

3. Identify and evaluate opportunities to create new close links with external stakeholders nationally and particularly internationally, represent the Network at key external events, and build up and carefully manage relationships. This includes new links with different disciplines, industries and key actors working in challenge initiatives through direct engagement, including visits.

4. Develop high-level relationships 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 Tech UK, including liaison with new and existing industry leaders on a regular basis.

5. Utilize specialist knowledge of current and future policy developments to inform the development of new processes. Design and implement such processes in consultation with the relevant University Committees and users.

6. Enhance network interconnectivity by overseeing a new online and social media strategy.

7. Supervise the financial processing of events organisation, attendee and speaker expenses, etc, which are undertaken by a finance and clerical lead for eFutures.

8. Lead a road mapping exercise for power electronics in the UK.

9. Undertake any other duties appropriate to the grade and role that may reasonably be requested by management.

Essential Criteria

1. Honours or postgraduate degree.

2. At least 5 years' relevant (demonstrable) experience to include:

• Project management with a demonstrated ability to respond to changing priorities and deadlines in complex environments

• Proven track record of assisting the initiation and development of successful large-scale collaborative projects

• Event management, to include events with a broad range of stakeholders

• Engaging and negotiating with senior staff in external technology companies/organisations, including arms length bodies and government

• Working in a strategic environment to contribute to, create and deliver of strategic plans

• Responsible for developing and delivering on collaborative projects and project management including people and resources

• Experience developing innovative solutions with multiple stakeholders

• Overseeing complex systems and procedures

• Use of new technology/social media in engaging community/user base.

3. Excellent written and spoken English language communication skills with the ability to communicate complex information clearly.

4. Ability to build contacts and participate in internal and external networks, facilitating collaboration and communication.

5. Ability to produce high quality documentation, presentations and briefings.

6. Ability to assess and organise resources.

7. Ability to meet the mobility requirements of the post, particularly the requirement to attend meetings with companies and universities in the UK but also around the world as needed by the project.

Desirable Criteria

1. Project management qualification.

2. Evidence of one of the following:

• Experience of multidisciplinary research

• Supporting the creation and delivery of successful research funding proposals

• Evaluating projects and establishing data collection protocols considering the needs of multiple stakeholders.