



Job description and selection criteria

Job title	Oxford AI Research Group Project Manager
Division	MPLS
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford
Grade and salary	Grade 7: Salary £35,308 – £43,155 p.a. (pro-rata)
Hours	Part Time (60% FTE)
Contract type	Fixed term for up to 12 months with possible extension
Reporting to	Professor Yarin Gal
Vacancy reference	164572
Additional Information	Whilst the two roles are Grade 7 positions, we would be willing to consider candidates with potential but less experience who are seeking a development opportunity, for which an initial appointment would be at Grade 6 (Grade 6: £31,502 - £37,386 p.a.) with the responsibilities adjusted accordingly. This would be discussed with applicants at interview/appointment where appropriate.

The Role

About the research group. Machine learning (ML), or “AI” as it is referred to by the media, has been the driving force behind the most exciting recent technological advances, having its impact on fields as diverse as medical imaging, conversational agents, astronomy, and many more. The Oxford Applied and Theoretical Machine Learning (OATML) group is an energetic world-leading research group working at the core of machine learning research and its applications, located at the Computer Science department, and led by Yarin Gal, Associate Professor of Machine Learning. We are a multidisciplinary team of researchers (post-doc scientists and DPhil students), coming from diverse backgrounds including Computer Science, Maths & Stats, Engineering, Physics, and medical professionals, with most students coming from industry.

OATML has 25+ researchers and at any given time, focused on 30+ concurrent projects across domains such as medical, climate, conversational agents, autonomous driving, astronomy, computational biology, physics, as well as fundamental ML, and collaborating



with world class ML labs e.g. Google, DeepMind, Apple, GSK, Toyota, JPMorgan, and Intel, as well as with Harvard Medical School, Berkeley AI lab, Montreal's MILA, among others. The group has contributed substantially to the field of machine learning, developing AI tools that can inform their users when the tools are "guessing at random" and not to be trusted.

Responsibilities

The main duties of the successful candidate will include:

Strategy Development

- Develop overall strategy for the research group in consultation with the PI, including high-level fundraising, and recruitment strategy.
- Take full responsibility for ensuring a healthy institutional culture conducive to effective research. Examples might include managing internal events to discuss team vision and strategy, coordinating/overseeing the onboarding process for new group members, arrangement of physical office space, and maintenance of relationships with partner institutions.

Daily Operations and Logistics

- Manage the activities and outputs of the OATML project portfolio, from initiation (planning, costings, contracting, partnerships, financial management, resourcing, forecasting) to delivery (reporting, project management, stakeholder management) to closure.
- Develop a positive working relationship with the OATML members and create a positive and enabling operating environment for the team. Be the first point of contact and initial support for student welfare and pastoral support, as well as for student logistical or operational questions.
- Assist with the recruitment and admissions process for new group members (including recruitment of postdocs and PhD admissions), and coordinate student outreach activities within the group.
- Plan and arrange group meetings such as weekly seminars and talks, assist with student paperwork, milestones, and examination coordination.
- Propose the creation of new systems and processes to streamline operations to keep up with the changing needs of the research group.
- Support the PI with college-related duties, including admissions, reporting, supervising and the organisation of teaching.

Grant Management and Financial Administrative Support

- Provide support and advice to the team in developing the strategic direction, including identifying funding priorities and sources of support for projects. Develop relevant materials for grant proposals.
- Liaise with the departmental teams to ensure the effective management of grants; Track and monitor financial information to enable the PI to make informed financial decisions.
- Ensure that grant conditions are being met, including producing research updates for funders and other reporting requirements (such as ResearchFish or Open Access).

Stakeholder Management

- Build effective and positive relationships with key stakeholders, both within and outside the University, and ensure good lines of communications between the group and interested parties.
- Act as the first point of contact with the Department of Computer Science's operational teams, College operational teams, and MPLS Divisional representatives, as well as

external stakeholders, including funding bodies, industry contacts and research collaborators.

- Develop good working relationships and networks of influence among key partners, existing and potential sponsors, academic institutions and others, to build a stronger profile and reputation for OATML.

Communications

- Manage the public face of the OATML group, including the website and news announcements, along with supporting communications in promoting the work and successes of the group.
- Liaise with departmental and divisional communications teams to enhance the public face of the group.
- Act as the first point of contact for enquiries to the group, including from the Department, MPLS, external collaborators, influential contacts, and the general public.
- Assist with the development and implementation of communications and stakeholder engagement plans to communicate OATML's work and aims.

Executive Assistance

- Provide research and executive assistance to the PI, to free up his time for research, as required.
- Monitor and triage the PI's inbox, with particular regard to deadlines, student expenses oversight, report requests and administrative tasks.
- Manage the PI's diary, providing efficient time-management, prioritisation, and organisation on his behalf.
- Ensure that the PI's involvement in projects or decision-making processes takes place at key times, where his input and authority are needed.
- Coordinate and support PI's teaching activities at the Department and at College.

Selection Criteria

Essential

- Excellent organisational and project management skills – with the ability to manage a diverse range of activities and stakeholders.
- Ability to work independently in a complex and changing environment, taking initiative when necessary.
- Excellent prioritisation skills, and the ability to accomplish large numbers of varied tasks effectively under competing demands.
- Excellent communication skills – oral and written – adapting style to varied audiences (academic and non-academic).
- Excellent interpersonal skills, and the ability to deal with a range of individuals and work flexibly within a team.
- Strong analytical and numerical skills.
- Autonomous and solutions-oriented problem solver, who is also a strong team player.
- Positive and flexible attitude, with a proactive approach, and 'get things done' attitude.

Desirable

- Experience developing new organisational structures to dynamically deal with challenges in a multi-stakeholder environment while delivering key organisational goals.
- Experience in complex organisations with responsibility in strategic business planning and overseeing large projects such as ones involving multi-million revenue streams or similarly high stakes.
- Experience in developing communications materials (website, blogs etc).
- Experience organising events, meetings, and conferences.
- Familiarity with the University research sector and the research funding landscape in the UK.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. Income from external research contracts in 2016/17 exceeded £564m and we rank first in the UK for university spin-outs, with more than 130 companies created to date. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information please visit www.ox.ac.uk/about/organisation

Department of Computer Science

The Department of Computer Science was established in 1957, making it one of the longest-established Computer Science departments in the country. It is one of the UK's leading Computer Science Departments (ranked first in a number of international rankings). Our Computer Science and Informatics submission to the UK Research Excellence Framework (REF) in December 2021 resulted in 81% of research activity ranked as 4* (world-leading) and the rest ranked as 3* (internationally excellent). A significant majority of the Department are active in externally sponsored research, with both government and industrial funding. At present, there are 73 members of academic staff and 100 research staff.

The Department has close links with government, industry, and other departments within the University. Among the latter are Mathematics, Engineering, Physics, Statistics and life sciences. The Department is housed across multiple sites within the University's South Parks Road Science Area, facilitating strong collaborative links with research groups and institutes in closely allied areas (including the Oxford Internet Institute and the Oxford e-Research Centre). At present, the Department holds over £50m in external research contracts.

Research in the Department is currently managed in ten themes:

- *Algorithms & Complexity Theory*, led by Professor Leslie Ann Goldberg, focuses on determining the inherent difficulty of computational problems, classifying problems according to this inherent difficulty, and designing and analysing algorithms that use computational resources as efficiently as possible;
- *Artificial Intelligence & Machine Learning*, led by Professor Michael Wooldridge, focuses on theoretical foundations of AI, multiagent systems, deep learning, reinforcement learning, and computational linguistics;
- *Automated Verification*, led by Professor Marta Kwiatkowska, investigates theory and practice of formal verification and correct-by-construction synthesis for software and hardware systems;
- *Computational Biology & Health Informatics*, led by Professor Blanca Rodriguez, is concerned with computational approaches for biomedical research and healthcare innovation;
- *Human-Centred Computing*, led by Professor Nigel Shadbolt, includes human-computer interaction, social computing, and the worldwide web;
- *Data and Knowledge*, led by Professor Ian Horrocks, includes databases, knowledge representation and reasoning;
- *Programming Languages*, led by Professor Sam Staton, includes functional programming, program analysis, and programming language foundations;
- *Quantum*, led by Professor Jonathan Barrett, focusses on quantum computing including quantum software, causality in quantum theory, quantum cryptography and foundations of quantum computing;
- *Security*, led by Professor Ivan Martinovic, specialises in cybersecurity, protocol analysis, systems security, trusted computing, and networking.
- *Systems*, led by Professor Niki Trigoni, focusses especially on cyber physical systems. We plan to substantially broaden our research in systems to complement our existing research areas.

For more information, please visit: <http://www.cs.ox.ac.uk/>.

The Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities. The disciplines within the MPLS Division regularly appear at the highest levels in world rankings. In the results of the six-yearly UK-wide assessment of university research, REF2014, the MPLS division received the highest overall grade point average (GPA) and the highest GPA for outputs. We received the highest proportion of 4* outputs, and the highest proportion of 4* activity overall. More than 50 per cent of MPLS activity was assessed as world leading.

The MPLS Division's 10 departments and 3 interdisciplinary units span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work. Our research addresses major societal and technological challenges and is increasingly focused on key interdisciplinary issues. We collaborate closely with colleagues in Oxford across the medical sciences, social sciences and humanities, and with other universities, research organisations and industrial partners across the globe in pursuit of innovative research geared to address critical and fundamental scientific questions.

MPLS is proud to be the home of some of the most creative and innovative scientific thinkers and leaders working in academe. Our senior researchers have been awarded some of the most significant scientific honours (including Nobel prizes and prestigious titles such as FRS and FR.Eng) and we have a strong tradition of attracting and nurturing the very best early career researchers who regularly secure prestigious fellowships. The Division is also the proud holder of eight Athena Swan Awards (4 Silver and 4 Bronze) illustrating our commitment to ensure good practice and to encourage women in science at all levels in the division.

We have around 6,000 students and play a major role in training the next generation of leading scientists. Oxford's international reputation for excellence in teaching is reflected in its position at the top of the major league tables and subject assessments. MPLS academics educate students of high academic merit and potential from all over the world. Through a mixture of lectures, practical work and the distinctive college tutorial system, students develop their ability to solve major mathematical, scientific and engineering problems.

MPLS is dedicated to bringing the wonder and potential of science to the attention of audiences far beyond the world of academia. We have a strong commitment to supporting public engagement in science through initiatives including the Oxford Sparks portal (<http://www.oxfordsparks.net/>) and a large variety of outreach activities; these are crucial activities given so many societal and technological issues demand an understanding of the science that underpins them. We also endeavour to bring the potential of our scientific efforts forward for practical and beneficial application to the real world and our desire is to link our best scientific minds with industry and public policy makers.

For more information about the MPLS division, please visit: <http://www.mpls.ox.ac.uk/>

How to apply

Before submitting an application, you may find it helpful to read the 'Tips on applying for a job at the University of Oxford' document, at www.ox.ac.uk/about/jobs/supportandtechnical/.

If you would like to apply, click on the **Apply Now** button on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously. Please provide details of two referees and indicate whether we can contact them now.

You will also be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

Should you experience any difficulties using the online application system, please email recruitment.support@admin.ox.ac.uk. Further help and support is available from www.ox.ac.uk/about_the_university/jobs/support/. To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/privacynotices/job/. The University's Policy on Data Protection is available at: www.admin.ox.ac.uk/councilsec/compliance/gdpr/universitypolicyondataprotection/.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at **grade 8 and above**. The justification for this is explained at: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

For **existing** employees, any employment beyond the retirement age is subject to approval through the procedures: www.admin.ox.ac.uk/personnel/end/retirement/acrelretire8+/.

There is no normal or fixed age at which staff in posts at **grades 1–7** have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See www.admin.ox.ac.uk/personnel/staffinfo/benefits.

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and www.sport.ox.ac.uk/oxford-university-sports-facilities.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See www.welcome.ox.ac.uk. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See www.admin.ox.ac.uk/personnel/permits/reimburse&loanscheme/.

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to My Family Care, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See www.admin.ox.ac.uk/personnel/staffinfo/benefits/family/mfc/.

Childcare

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries. For full details, including how to apply and the costs, see www.admin.ox.ac.uk/childcare/.

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see www.admin.ox.ac.uk/eop/disab/staff.

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at www.admin.ox.ac.uk/eop/inpractice/networks/.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.