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| Last updated: | October 2022 |

**JOB DESCRIPTION**

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| Post title: | **Principal Enterprise Fellow for Artificial Intelligence Technologies** | | |
| School/Department: | School of Electronics and Computer Science (ECS) | | |
| Faculty: | Engineering and Physical Sciences | | |
| Career Pathway: | Enterprise Pathway | Level: | 6 |
| \*ERE category: | ERE | | |
| Posts responsible to: | Deputy Head of School for Knowlesge Exchange | | |
| Posts responsible for: | Enterprise staff in Electronic Systems within the School of Electronics and Computer Science (ECS) | | |
| Post base: | Office-based | | |

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| Job purpose |
| The role will drive business growth across Artificial Intelligence within the School of Electronics and Computer Science (ECS) with a focus on the Responsible Innovation in AI. The role will develop Enterprise activities within significant opportunity spaces identified as priorities for the UK where AI provides key functions in delivery of impact and benefit.  The recent change in the University strategy and affirmation of the Triple Helix requires growth in engagements and collaboration with industrial partners in a variety of forms including consultancy, research and development or fabrication and test using University facilities.  Utilising the expertise of colleagues in the School co-create and sustain Knowledge Exchange and Enterprise activities. Increase the identification and delivery of Knowledge Exchange and Enterprise and industrial applied research opportunities. Engagement especially with external stakeholders to develop collaborative projects. Deliver those projects and embed Knowledge Exchange and Enterprise activities within the School. Support School initiatives and relevant Research Centres to disseminate best practice in Knowledge Exchange and Enterprise and support the generation of Impact from School activities and activities run by relevant Research Centres within ECS. Provide strategic and operation leadership of Knowledge Exchange and Enterprise activities for AI-based systems within the School. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Leadership**  Work in close collaboration with the Deputy Head of School for Knowledge Exchange and Enterprise to execute the School’s Knowledge Exchange and Enterprise strategy. Feedback into any strategy review. Work with the Head of School, Deputy Head of School for Knowledge Exchange and Enterprise, Directors of Research Centres in ECS, Heads of Groups and other colleagues, to support the identification of new Knowledge Exchange and Enterprise opportunities and the diversification of income streams within the School. The main area of activity will be in responsible innovation of artificial intelligence technologies and applications.  Initial opportunity spaces that coordinate with ECS activity include:  The National Responsible AI UK Hub, funded by UKRI and led by Southampton  The UK National AI Strategy  Future AI systems of all forms that help drive net zero (transport and logistics, circular economy, sustainable energy and buildings, biodiversity and sustainable electronics for AI)  Digital Health Systems  Security and Defence. | 90% |
|  | **Knowledge Exchange and Enterprise Business Development**  Work closely with the School community to facilitate the development of the School’s Knowledge Exchange and Enterprise activities and real-world impact. Develop and implement plans for industry collaboration projects that leverage the School’s expertise and translate into additional streams of revenue. These can be directly funded by industry or via preparing and winning grant proposals. The role will enable project applications as a Principal Investigator, as a Co-Investigator or by simply collaborating with other academics. The role will encourage the winning of direct industry funding as well as sources such as InnovateUK and should make use not only of key facilities, but also staff and expertise across ECS. All routes to developing engagements and innovating with industrial partners are to be explored.  Within identified opportunity spaces develop relationships with external stakeholders and develop specific Knowledge Exchange and Enterprise engagements in AI. |
|  | **Knowledge Exchange and Enterprise Management**  Build the Knowledge Exchange and Enterprise skill base within the School in the area of Artificial Intelligence Technologies. As opportunities develop build appropriate Knowledge Exchange and Enterprise positions and teams. Alongside peers in ECS research groups, as part of the ‘Triple Helix’ approach, recruit and manage staff on enterprise career pathway. Exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback from Knowledge Exchange and Enterprise project activities. |
|  | **Knowledge Exchange and Enterprise Project Delivery**  Take responsibility for the management and delivery of strategic and operational Knowledge Exchange and Enterprise projects for the School as required. Managing relationships between external stakeholders and internal ECS colleagues to ensure projects are delivered.  Grow and maintain a broad and significant range of Knowledge Exchange and Enterprise activities from AI systems integration, optimisation of size, weight and power-limited applications, safety and security, consulting, testing, and experimental trials or evaluation activities. Oversee an extended portfolio of concurrent projects, specialist services and consultancy for clients, customers and stakeholders external to the University. |
|  | Represent the School/ Faculty/ University in the disciplinary community externally. | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |

| Internal and external relationships |
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| Member of ECS Board and the School Knowledge Exchange and Enterprise Committee and of such School/ Faculty committees relevant to their administrative duties.  To work closely with the School’s research leaders, including the Deputy Head of School for Knowledge Exchange and Enterprise and the Deputy Head of School for Research, Direcotrs of Research Centres in ECS, Heads of Groups, Research Excellence Framework (REF) Impact Champions. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | A strong background in Artificial Intelligence ranging from algorithmic techniques (machine learning, optimisation, automated reasoning) through broader AI systems integration.  Strong reputation as an expert in a AI or applications of AI; proven experience of developing Knowledge Exchange and Enterprise activities with a wide range of organisations.  Understanding of the importance of responsible innovation in AI | A sustained record of excellence in Knowledge Exchange and Enterprise activities with high levels of income generation and/or significant reputational benefit, including collaborative research, consulting and other revenue streams.  Experience of responsible innovation and impact assessment | CV and application, recommendation letters, interview |
| Planning and organising | Proven ability to develop, sell and manage Knowledge Exchange and Enterprise activities, grants and/or contracts. | Proven ability to spearhead and oversee key contributions to organisational strategies and business goals. | CV and application, recommendation letters, interview |
| Problem solving and initiative | Proven ability to identify and implement technical solutions that ensure successful delivery of programmes in terms of outputs and time. |  | CV and application, recommendation letters, interview |
| Management and teamwork | Proven ability to oversee people and resource management processes in order to deliver key Knowledge Exchange and Enterprise activities.  Ability to adapt style and demonstrate empathy to work productively with diverse groups of stakeholders inside and outside of UoS, many of whom have senior Corporate experience.  Proven ability to recognise and overcome obstacles and difficulties so that the team can deliver. |  | CV and application, recommendation letters, interview |
| Communicating and influencing | Proven ability to establish and build major relationships with stakeholders including strong influencing skills  Proven ability to act as the main figurehead for key activities, developing important national and international contacts.  Proven ability to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  | CV and application, recommendation letters, interview |
| Other skills and behaviours | Ability to understand the differences between academic and corporate cultures and to work productively within both  Collaborative style – strong relationship builder – ‘uncompromising reasonableness’  Compliance with relevant Health & Safety issues |  | CV and application, recommendation letters, interview |
| Special requirements | Able to attend national and international events/ clients as required. |  | CV and application, recommendation letters, interview |

**JOB HAZARD ASSESSMENT**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the assessment below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all staff, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  | x |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |