

# JOB DESCRIPTION

**Vacancy Reference: 0462 -24**

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| **Job Title: Hub Manager (Prob\_AI Hub)** | **Grade: 8** |
| **Department/College:** Department of Mathematics and Statistics, Lancaster University; | |
| **Directly Responsible To:** Professor Paul Fearnhead | |
| **Supervisory Responsibility For:** Prob\_AI Hub Administrator | |
| **Other contacts**  **Internal:** Other Investigators, Senior Research Associates/ Research Associates/PhD students involved with the project; the University’s Research Support Office; Staff and Students at the University; Colleagues in host Department.  **External:** Members of the broader research team at partner universities, industrial partners and the wider research community. | |
| **Major Activities:**  The Prob\_AI Hub will develop a world-leading, diverse and UK-wide research programme in probabilistic AI. This will be achieved through: bringing together world-leading researchers across Applied Mathematics, Computer Science, Probability and Statistics, who engage with a range of non- academic partners; transforming the people pipeline; and producing a culture change within the mathematical sciences more broadly, so that cross-disciplinary mathematics research in AI is the norm.  The Hub Manager will be responsible for the on-going publicity, management and co-ordination of the Prob\_AI hub, under direction of the PI, Prof. Paul Fearnhead. The manager will have particular responsibility for developing links between the hub and non-academic partners and the varied engagement activities of the hub.  This is an exciting opportunity to work with leading academics across six universities (Lancaster, Bristol, Cambridge, Edinburgh, Manchester and Warwick) to shape the UK’s capability in this important area of AI, and to maximise the societal and economic impact of the Hub’s research.  Specific duties, supported by the Prob\_AI Administrator:   * To lead engagement with the Hub’s existing non-academic project partners. * Initiate and manage new partnerships with a range of external stakeholders, including attracting new support for the hub, funding for PhD studentships and internships. * Manage and deliver the Hub’s events, including but not limited to:   + Monthly leadership team meetings   + Annual workshops, summer schools and advisory boards   + Regular engagement events with industry and with the broader mathematics and AI communities. | |
| * Develop and lead the promotion and administration of the Hub’s flexible fund. * Plan, co-ordinate and deliver cross-university activities of the Hub, including problem solving weeks and research retreats and maintaining communication of activity across all partners.. * Liaise with external organisations, including research councils, the Alan Turing Institute, and other AI Hubs to share best practice and co-develop joint activities. * Lead and oversee the Hub’s public engagement and online presence: pro-actively maintaining the Hub’s website and social media presence. * To be responsible for the management of the Hub and its budgets, distributing financial reports as necessary and monitoring expenditure to ensure compliance with the funder’s terms and conditions; and be responsible for the annual ResearchFish submission, the EDIA plan and ensuring compliance with other conditions of funding for the hub.   Other Duties:   * To undertake any necessary training and/or development * To attend relevant meetings and support Prob\_AI Hub activities as directed by the PI. | |