

PITCH-IN Project Operations Manager

IfM Education and Consultancy Services (IfM ECS), circa £40,000pa

IfM ECS disseminates the research and education outputs of the University of Cambridge Institute for Manufacturing (IfM); and supports the dissemination of outputs from the University's Department of Engineering.

The University of Cambridge has secured funding for a three year project, called "Pitch-In" via Research England's Connecting Capability Fund programme which aims to develop and share good practice in Knowledge Exchange relating to the Internet of Things. The research in relation to the project is undertaken by the Distributed Information and Automation Lab (DIAL) in the Institute for Manufacturing.

The Pitch-In Project Operations Manager will be employed the IfM's subsidiary company (IfM ECS) and will support the project by working across the higher education sector, forging external partnerships, and helping deliver the Government's industrial strategy priorities in a range of thematic areas including manufacturing, healthcare and smart cities. **This is a fixed term position for two years in the first instance.**

Pitch-In is led by Sheffield University in collaboration with the Universities of Oxford, Cambridge and Newcastle, and supported by a network of industry and health sector partners. The consortium seeks to overcome barriers to collaboration in the development and exploitation of Internet of Things technologies. The knowledge gathered and shared by the project will benefit the UK by enhancing the commercialisation and wider exploitation opportunities related to the Internet of Things. The University of Cambridge leads the Manufacturing theme and contributes to the Smart Cities theme.

Role Summary

To realise the above team aims, the Pitch-In Project Operations Manager will:

- Take responsibility for the overall management of Cambridge elements of the Pitch-In project
- Contribute to long-term strategy and direction of Pitch-In programme activity
- Advise academics and early stage researchers on policy developments and assist in grant applications
- Undertake communications activities for the Pitch-In project

Reporting and Support

The Pitch-In Project Operations Manager

- Reports to: Chief Executive Officer IfM ECS
- Is supervised by: University Lecturer in Digital Manufacturing
- Has technical oversight from: Head, Distributed Information and Automation Laboratory

The Pitch-In Project Operations Manager will be employed by IfM Education and Consultancy Services, based in the Alan Reece Building, Charles Babbage Road, Cambridge.

Duties and Responsibilities	Time
<p>Take responsibility for the overall management of Cambridge elements of the Pitch-In programme through:</p> <ul style="list-style-type: none"> • Effective administration of Pitch-In development and knowledge exchange activities. • Actively engaging with external partners to promote the adoption of technology • Establishing, developing and maintaining new and existing external networks and building relationships for future activities. • Identifying opportunities for adoption of IoT and DIAL methodologies • Developing and maintaining effective working relationships with partners and external organisations • Developing and managing budgets, formulating budget plans and forecasts including those required for the annual planning round. • Identifying appropriate sources of leveraged funding for knowledge exchange. • Managing specific initiatives e.g. bids for new IoT projects. 	50%
Contribute to long-term aims and direction of Pitch-In programme activity including strategy and policy development, planning and implementation. Act as the Cambridge delegate on appropriate committees and ensure agreed policies are implemented in a timely way.	10%
Develop knowledge exchange initiatives and priority areas as agreed by the Principal Investigator. Work with the team to agree the appropriate strategic direction for all aspects of knowledge exchange activity, manage the interfaces with research across multiple internal and external research partners, ensure compliance with University, funders and other partners' policies and procedures.	10%
Interpret policy developments (funder and university), to inform and guide academics to aid appropriate implementation. Advise academics and early stage researchers in the preparation of mini-project applications. Provide advice and information on University and funders' policies.	10%
Advise academics and researchers and support the preparation of grant applications by developing knowledge of industry and user needs, knowledge exchange and dissemination activities.	10%
Write publications or disseminate research findings using appropriate media, assess, interpret and evaluate outcomes of research. Represent Pitch-In at appropriate events, communicate complex research ideas to experts and non-specialists.	10%

Person Profile

Criteria		Essential or Desirable
Qualifications	<ul style="list-style-type: none"> Honours degree in a relevant subject 	E
Experience	<ul style="list-style-type: none"> Administrative or project management experience in an academic or industrial environment. Experience in the adoption of complex IT in an industrial setting. Experience of IoT, distributed information or automation technologies. Experience of writing reports and conveying complex issues in a way that can be easily understood 	E E D E
Skills	<ul style="list-style-type: none"> Ability to work closely with researchers and understand their research priorities Ability to synthesise scientific concepts and present complex data verbally and in written form Proven interpersonal skills to interact with a wide range of people Excellent IT skills Excellent organisational skills Specialised knowledge of research, technology or operations management 	E E E E E D
Traits	<ul style="list-style-type: none"> Effective, friendly and professional communication style Diplomatic Willing to adapt Self-Reliant 	E E E E

To apply, please send a CV and covering letter to Alison Martin (aem91@cam.ac.uk), Senior Administrator (HR and Operations), IfM Education and Consultancy Services.

The closing date for applications is 9 December 2019, 17:00