POSITION DESCRIPTION

Director UNSW.ai

Position Summary
UNSW is a well-recognised international leader in the research and application of Artificial Intelligence, Machine Learning and Data Science (AI).

UNSW.ai is a new pan-university Institute which has been created with the vision of UNSW being recognised as a world leader in the development of AI as a safe, reliable and ubiquitous technology for global benefit.

The Director UNSW.ai will drive the successful establishment and development of the institute by identifying external opportunities and facilitating their interface with UNSW research capabilities. The success of this will be driven by the development and maintenance of relationships between UNSW AI-relevant research and government and industry sectors to achieve positive outcomes in terms of policy, technology development and implementation.

The role of Director – UNSW.ai reports to Deputy Dean, Industry Engagement, Innovation and Research, Faculty of Engineering, and will be guided by the cross-institutional Institute Steering Committee and External Advisory Committee.

The management team of UNSW.ai is led by the Director and the role of Director CEO and includes a number of Deputy Directors. A small UNSW.ai team will be established and report to the Director.

Accountabilities
Specific accountabilities for this role include:

- Lead the successful creation, development and expansion of UNSW.ai.
- Establish programs, structures and activities in order to achieve the goals of UNSW.ai, influencing the overall direction of the institute through enabling and translating strategic opportunities into objectives and outcomes.
• Identify, monitor and report on appropriate measures of success for UNSW.ai.

• Identify and secure sources of external funding for UNSW.ai activities and AI research initiatives at UNSW.

• Work collaboratively and constructively with UNSW.ai Deputy Directors, and with a broad and diverse group of internal academic stakeholders.

• Develop a high profile for UNSW.ai and the University, both internally and externally (both locally and internationally) through public comment, public policy statements, discussion papers and networking.

• Be familiar with the AI research capabilities and staff of UNSW and raise the profile and credibility of UNSW AI-related activities and staff outside of UNSW, to be considered leaders in the area of AI theory and research and its application by supporting them in developing and implementing proposals to industry, professional bodies, government entities, granting agencies and other stakeholders.

• Create and foster AI-related research partnerships within UNSW through co-ordinating the bringing together of expertise in areas of interest, especially to external stakeholders, current and prospective.

• Secure representation of UNSW on influential international government and AI industry committees/boards/forums and participation in important strategic initiatives, including personally representing UNSW as appropriate.

• Seek and take strategic direction from the UNSW.ai Industry Advisory Board collectively, to liaise with its members individually, and attend Industry Advisory Board meetings.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• An up-to-date understanding of the latest AI and related research, and an extensive understanding of its application.

• Existing networks of connections in the broader AI sector covering industry, government, academia and the not-for-profit sectors.

• Demonstrated ability to engage with academic staff and high-profile stakeholders from a diverse range of backgrounds.

• Relevant postgraduate qualifications and extensive management expertise and supporting experience, or an equivalent level of knowledge gained through any other combination of education, training and experience.

• Extensive experience in building and managing relationships with government and industry, and raising the profile of an institution to stakeholders.

• Demonstrated ability to exercise independent judgement and problem solving with a strong ability to resolve and address issues as they arise.
• Proven expertise in providing significant input to strategic and operational planning, and developing associated strategic papers and policy.

• Proven leadership skills managing a team, including managing workloads, setting priorities and influencing and driving core outcomes in a complex environment and across organisational boundaries.

• Outstanding communication skills with the ability to develop and deliver effective communications, as well as the ability to write high-level documents and present complex data to a broad audience.

• Strong interpersonal skills and demonstrated high level ability to establish and build relationships with key internal and external stakeholders.

• Demonstrated ability to lead by example in a values-led organisation.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.