College/Division:	College of Arts and Social Sciences
Faculty/School/Centre:	Research School of Social Sciences
Department/Unit:	School of Philosophy
Position Title:	Project and Operations Manager, Humanising Machine Intelligence Grand Challenge
Classification:	Senior Manager 2
Position No:	
Responsible to:	Associate Professor Seth Lazar
Number of positions that report to this role:	n/a
Delegation(s) Assigned:	TBC

PURPOSE STATEMENT:

The ANU is launching a major new project on Humanising Machine Intelligence, uniting philosophers, computer scientists, and social scientists in pursuit of a more ethical future for AI and Machine Learning (hmi.anu.edu.au).

The Project and Operations Manager, HMI, is responsible for the strategic and operational management of the HMI Grand Challenge, and for working closely with the Executive to comply with the guidance of the Grand Challenge Governance Board.

The POM will provide high level strategic advice to support decisions of the project's Executive Committee, and work together with the Executive and Project Lead to: attract external funding; establish and manage key internal and external partnerships; monitor program performance, financial commitments, and HR requirements; and ensure effective communication and high-impact work by the project team. They will be an active partner with the HMI team in developing the next generation of ethical machine intelligence.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The Project and Operations Manager will report to the Project Lead, HMI, and will be a member of the project executive. They will be the primary point of contact for the Grand Challenge Governance Board, and will manage strategic relationships between the HMI project and other partners within and outside of the University. In collaboration with the executive, the POM will develop and implement strategies for the effective establishment, growth, management and operations of the HMI project.

Role Statement:

Under the broad direction of the Project Lead, the Project and Operations Manager will:

1. Build collaborative strategic partnerships within the university with all stakeholders in the HMI project, including but not limited to the University Executive, Colleges, Research Schools, and individual researchers; Finance & Human Resource teams, Innovation ANU, Technology Transfer Office, Strategic Projects & Partnerships, Alumni Relations & Advancement, and the Legal Office.
2. Build collaborative strategic partnerships with organisations outside of the university, including but not limited to: other academic partners worldwide; local, federal, and global government organisations; local, national, and global industry partners; philanthropic foundations and individual donors.
3. Lead development, negotiation and engagement with potential funding sources, including but not limited to ARC Linkage scheme, ARENA grants, industry partners, and philanthropic foundations.
4. Provide high-level strategic advice to the executive on opportunities that advance the goals of the HMI project, with respect to research excellence, education, impact, and engagement.
5. Manage the relationship between the HMI project and the Grand Challenge Governance board, including coordinating the HMI budget planning and reporting processes to ensure the optimal use of resources to achieve agreed objectives.
6. Together with the project lead, manage and be accountable to the ANU for the project's financial management and associated budget of approximately $1.5m/year, including financial reporting, and overseeing financial processing.
7. Lead the development and implementation of an HMI communications strategy, aimed at maximising global engagement with the project's research.
8. Organise, support, and participate in seminars, information, workshops and other relevant activities to advance the project's research, impact, and engagement goals.

9. Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.
10. Perform other duties consistent with the classification of the position.

SELECTION CRITERIA:

1. Postgraduate qualifications, with relevant experience and proven expertise in high-level leadership contract management positions, or an equivalent combination of experience and training.
2. Excellent negotiation skills with the proven ability to build and maintain effective working relationships with internal and external stakeholders and to engender a positive culture of collaboration.
3. Extensive experience in project and operations management including successful delivery of projects on time, within budget to the quality expectation of the customer and stakeholders within a large and complex environment.
4. Demonstrated ability and proficiency in financial and human resources management and strategic leadership.
5. Highly developed analytical and problem-solving skills and a demonstrated ability to use sound judgement in decision-making.
6. Highly developed written and visual communication skills.
7. Experience working in fields related to new technologies associated with data, machine learning, and artificial intelligence is highly regarded.
8. Experience with research contract management and intellectual property management is highly regarded.
9. Demonstrated high level of achievement in the development and implementation of innovative strategies for start-up initiatives in the University sector is highly regarded.
10. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

Delegate Signature:		**Date:**	
Printed Name:		**Position:**	

References:

General Staff Classification Descriptors
Academic Minimum Standards