

Job Description

Position Details		
Faculty/Professional Support Service	Faculty of Science and Engineering	
School/Department	Department of Computing and Mathematics	
Job Title	AI Policy and Assurance Research Officer (KTP Associate)	
Vacancy No	Recruitment Team	
Grade	Up to £37,000	
Hours of Work	Full time	
Contract Duration (Perm/Fixed Term)	Fixed Term Contract – 18 months	
Reports To (Job Title)	Sam Attwood, Lecturer in Software Engineering, Manchester Metropolitan University Danielle Evans, Senior Information and Data Governance Lead, Shared Service Greater Manchester Combined Authority & TfGM	
Responsible For (Job Title)	N/A	

Principal Accountabilities
<p>Delivery of a Knowledge Transfer Partnership (KTP) to design, develop, test, and help to embed an Artificial Intelligence (AI) Assessment Tool that will allow users who do not have an AI background from across the public sector to understand the risks, limitations and opportunities of AI tools and technologies.</p> <p>Employed and supported by an academic team from the University, you will work in a hybrid model, both from home and at Greater Manchester Combined Authority's (GMCA) premises in central Manchester, as part of their Information & Data Governance team.</p> <p>Ensuring successful stated project outcomes and compliance with MMU, Innovate UK and GMCA's procedures and financial regulations through acting as overall project manager.</p>

Key Tasks

HR Only

Role Profile

SOC

Grade

Analyst

Evaluation Number

Date

Gain an understanding of the GMCA and the aims of the project, identifying knowledge gaps

Lead a GMCA working group in investigating the latest sector developments, best practice, and challenges relating to the technical, legislative, and ethical risks of adopting AI technologies

Create a knowledge map of AI technologies, best practice and legislation, to underpin the AI Assessment Tool

Oversee co-creation activities to identify 'real life' AI adoption use cases that will act as an initial prototype of an AI Assessment Tool

Prepare and facilitate engagement events with internal and external stakeholders, generating feedback that will inform the development/refinement of the AI Assessment Tool

Create a clear requirements catalogue / specification relating to the assessment tool.

Lead on the design and development of AI Assessment Tool that is user friendly and caters to broad range of stakeholder audiences.

Plan and explore potential technical hosting solution for the AI Assessment Tool and work with GMCA colleagues, to support implementation.

Design and deliver training sessions across the GMCA and otherwise work to embed the AI Assessment Tool within teams during its phased rollout

Deliver training sessions to fully embed the AI Assessment Tool within the GMCA and evaluate/disseminate the results of the project

Special Features

Willingness to travel to aid successful completion of the project.

Miscellaneous

You have a legal duty, so far as is reasonably practical, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University and GMCA on health and safety matters and must not interfere with or misuse anything provided by health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work.

You are expected to undertake such other relevant duties commensurate with the grade of the post as may be assigned by the Manager for which agreement should not be unreasonably withheld.

Review

HR Only

Role Profile

SOC

Grade

Analyst

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This is a description of the job at the time of issue. It is the University’s practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

In order to be shortlisted you **must demonstrate in your covering letter** that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria				
Attributes		Item	Relevant Criteria	Rank
1	Skills & Abilities	1.1	Excellent command of written and spoken English	E
		1.2	Able to communicate complex, technical information to non-expert personnel	E
		1.3	Excellent people skills and the ability to adopt an inclusive, participative and consultative approach	E
		1.4	Able to work to deadlines across multiple tasks	E
		1.5	Independent and collaborative problem-solving skills	E
		1.6	Capable of conducting high-quality research and producing scientific manuscripts and technical reports	E
		1.7	Commitment to excellence and leadership potential	E
2	General & Specialist Knowledge	2.1	Technical, operational, and commercial knowledge of AI technologies (ChatBots, LLM, Machine Learning, Data Analytics, etc.)	E
		2.2	Knowledge of relevant legislative frameworks relating to Data Protection and Information Governance (UK GDPR, Data Protection Act, EU AI Act, etc)	E
		2.3	An understanding of public sector services, ideally within the Greater Manchester Region, and the obligations of the sector (Freedom of Information Act 2000, Equality Act 2010)	E
3	Education & Training	3.1	An honours degree (or equivalent experience) in AI, Ethics of AI, Public Policy or a related subject	E
			A Masters/Doctorate level qualification in a relevant field	D

