

Programme Manager - Accelerate Programme (Maternity cover)

Department of Computer Science and Technology

Closing date: 19th March 2025

Job Reference: NR45152



Programme Manager - Accelerate Programme (Maternity Cover)

Salary:

£46,735 – 59,139

Contract:

Fixed Term

Location:

West Cambridge

Faculty / Department:Computer Science and
Technology**Responsible to:**

Jessica Montgomery

Working Pattern:

Full Time

Purpose of the role

The Accelerate Programme for Scientific Discovery is a high-profile University initiative promoting the use of machine learning to tackle major scientific challenges.

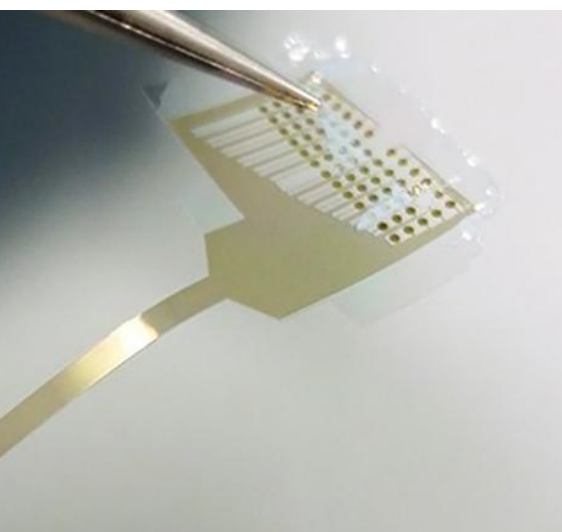
Accelerate Science:

- provides researchers with specialised training in AI techniques, equipping them with the skills they need to use machine learning and AI to power their research.
- pursues an ambitious research agenda that applies machine learning to the scientific challenges of the 21st century.
- convenes a community of researchers working at the interface of machine learning and the sciences to share knowledge and experiences that help advance the use of machine learning in the sciences

We are seeking an experienced Programme Manager to ensure smooth running of Accelerate's activities and help build a community of researchers working at the interface of AI and the sciences. Reporting to, and working closely with, the Director of AI@Cam, the Accelerate Science Programme Manager will be responsible for strategic implementation of the Programme, as well as managing its day-to-day operations. The Programme Manager will develop the programme's presence across the University, leveraging its activities to build the University's capabilities in AI for science. This work contributes to the University's flagship mission on AI, ai@cam (ai.cam.ac.uk).

The role holder will contribute to the long-term success and impact of the Programme by creating and implementing effective business planning, and by identifying ways of engaging across Departments to grow the programme's reach. They will actively engage stakeholders across the University to promote the Programme, identifying new opportunities or managing risks to delivery. They will also be responsible for ensuring effective administration of the programme's activities to high quality standards, through the delivery of engaging events and communications, network-development, and implementation of effective administrative and financial processes. Responsibilities include: strategy development and implementation; relationship-building for cross-University impact; programme evaluation and impact assessment; ensuring effective administration; delivering high-quality events, engagements, and communications; managing Programme governance; and managing financial administration.

To find out more about the work of the Accelerate Programme, please visit <https://science.ai.cam.ac.uk>.



Main Responsibilities

1. Strategy development and implementation:

- Contribute to long-term success and impact of this multi-departmental programme through effective strategy, planning and implementation.
- Working alongside AI@Cam's Director, develop strategic planning and implement business plans, advising the Director and working group about opportunities and risks.
- Make decisions on the operations of the programme to ensure the agreed strategies are successfully implemented.

2. Build relationships for cross-University impact and engagement

- Develop engagement plans with the aim of leveraging expertise and resources to embed machine learning techniques across multiple departments.
- Actively engage with others outside the department to promote the Programme, managing interfaces across multiple internal and external partners, to influence ways of working while ensuring compliance with University policies and procedures and the terms and conditions of the donation.
- Identify opportunities to grow the activities and impact of the programme, collaborating with cross-University networks and School offices to broker partnerships that enable this growth across the University

3. Manage Programme evaluation and impact

- Responsible for overall management, tracking and recording of the impact of the programme and working with the AI@Cam Director to develop ideas for how the Programme can evolve based on this.
- Ensure timely progress against key milestones, advising internal and external stakeholders about progress and risks to delivery and taking action to mitigate those risks.

4. Ensure effective programme administration

- Ensure the effective administration of the project, managing day-to-day operations. Manage the portfolio of projects to high quality standards, setting own priorities and influencing the work of others to deliver activities on time and within budget.
- Recruit, manage, supervise and appraise the Programme Coordinator providing coaching and support and delegate responsibility where possible, in order to achieve programme objectives.
- Manage delivery of key milestones, communicating progress to internal and external stakeholders.

5. Deliver high-quality programme events, training and engagement activities

- Create and implement plans to expand the reach of the programme, working with team members to deliver an engaging events programme that raises awareness of the opportunities of using machine learning in research and builds capability to use AI in science.

- Establish and develop networks and events for academics, postdoctoral researchers, PhD students and Masters students to build a strong and supportive community and build relationships for future activities.
- Manage the Programme's portfolio of training, delivered by the Machine Learning Engineering team and in partnership with an external delivery partner.

6. Manage Programme governance

- Act as secretariat to internal and external advisory boards, producing high-quality board papers and reports.
- Advise academics and early career academic fellows on applications for unfamiliar funding streams.
- Work closely with CUDAR to manage donor-reporting and contribute to continued success of long-term relationship with Schmidt Futures, producing high-quality donor reports that convey Programme impact and provide accurate financial information.

7. Develop and implement effective Programme communications

- Create compelling Programme communications and effective engagement strategies.
- Provide a consistent and professional central point of contact for the Programme and ensure communications activities are effectively co-ordinated.
- Build networks and other mechanisms to use knowledge and insights developed by the programme to inform wider debates.
- Manage delivery of high-quality communications, including the Programme's website, blogs, reports, newsletters, and social media.
- Represent the Department at appropriate events, communicate Programme ideas to people who are non-specialists, as well as peers, to raise the profile of the Programme.

8. Manage financial administration

- Build relationships and work closely with the Finance Office and Research Operations Office to ensure effective financial management, planning and monitoring of the programme.
- Provide advice and information to staff and researchers on University and funders' policies.
- Oversee and manage the procurement processes of relevant goods and services in line with University processes and financial regulations; process expense claims and invoices.
- Develop and manage budgets, formulating budget plans and forecasts including those required for the annual planning round. Produce financial reports for use in donor reporting.

Person Specification

Criteria	Essential	Desirable
Education & qualifications		
Master's degree in computer science, engineering or other scientific discipline, or experience at the same level, or equivalent experience that enables a good understanding of computer science and technology research		✓
Specialist knowledge & skills		
The ability to work independently	✓	
The ability to prepare and interpret statistical and financial data and information	✓	
Strong communication skills, both written and verbal, and ability to understand the needs of different audiences	✓	
An understanding of organizational change and ability to influence the adaptation of structures, processes and practices to re-align with revised strategy or external context.		✓
Sound judgement and skills to interact successfully with senior researchers in academia and industry	✓	
Excellent organisational skills including ability to work proactively and manage own workload across conflicting and rapidly changing priorities	✓	
Interpersonal & Communication skills		
Good practical knowledge of English and communication skills	✓	
Additional Requirements		
Experience of managing high profile projects and building strategic partnerships with industry, research organisations or policy makers	✓	
Experience of financial management	✓	
Experience of delivering high-quality external engagement and communications activities	✓	
Experience of creating new initiatives and setting up relevant governance and monitoring systems	✓	
Track record of managing multiple stakeholders to deliver successful project outcomes	✓	
Research and development experience		✓

Computer Science and Technology



The Department of Computer Science and Technology is an academic department that encompasses computer science along with many aspects of engineering, technology and mathematics. We have a world-wide reputation for academic research with consistent top research ratings. Professor Alastair Beresford is the Head of Department.

The Department has around 340 people engaged in research: academic staff, research associates, and PhD students. Research is carried out across a broad range of subjects within Computer Science. The Department carries out research across the computer science field and encourages the development of new technologies and applications. You can read more about research here in the [Environment Statement](#) submitted to the most recent REF (Research Excellence

Framework) – the system for assessing the quality of research in UK higher education institutions. All aspects of our research environment were rated 'world-leading'."

The Department has an open and collaborative culture, supporting revolutionary fundamental computer science research, strong cross-cutting collaborations internally and externally, and ideas which transform computing outside the University. Please follow the links to the Themes at:

<https://www.cst.cam.ac.uk/research> to find out more about our research.

Support staff play a key role in supporting the Department's academic and research endeavours. The Department provides a stimulating environment that promotes a strong sense of community, whilst valuing and recognising individual contributions.

The School of Technology

The School of Technology is an administrative grouping of five related institutions: the Department of Chemical Engineering and Biotechnology, the Department of Computer Science and Technology, the Department of Engineering, the Cambridge Judge Business School and the Cambridge Institute for Sustainability Leadership. The School contains over 200 permanent academic staff and around 2,800 students.

About the School

The aim of the School of Technology is to provide a focus and framework for its constituent institutions to formulate and express views pertinent to technology. Above all, technology departments recognise a duty to influence and be influenced by society at large and to work towards the creation of wealth and an improved quality of life.

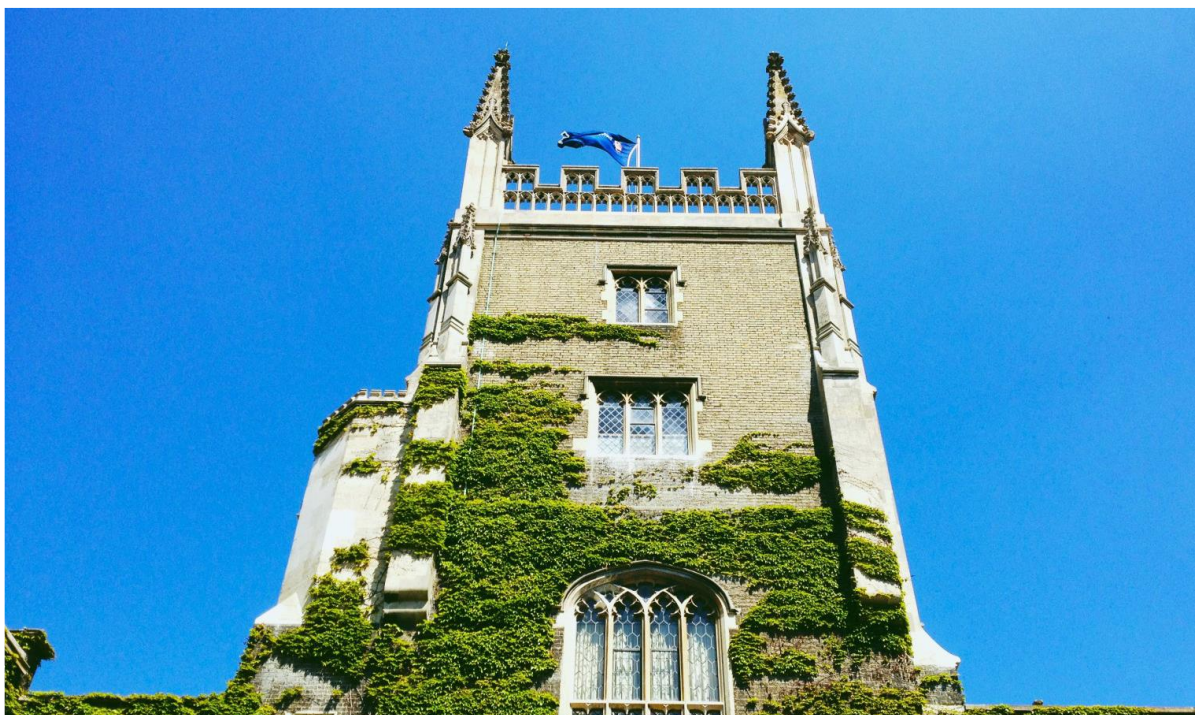
Vision: Advance the frontiers of technology

The constituent academic departments in the School aspire to be internationally top-ranking centres of excellence in the teaching and research of technological subjects.

Mission: Provide excellent teaching and perform quality research

The School provides quality education at undergraduate and postgraduate level to students selected on intellectual merit, regardless of gender, race or disability. Our high-calibre graduates play leading roles in industry, the professions and academia.

We aim to cultivate a well-balanced portfolio of world-class research. With a clear focus on the advancement of technology, we will lead the way in the creation of wealth and in improving quality of life, by increasing the efficiency of existing technologies, by optimising the use of our natural resources and by preserving our environment.



Terms of Appointment

Tenure and probation

Appointments will be made on a fixed-term basis due to until 30 April 2026 in the first instance, or the return of the post holder, whichever is the earlier.

Appointments will be subject to satisfactory completion of a 3-month probationary period.

Hours of Work and Working Pattern

The appointment is initially offered full time, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefit and defined contribution pension scheme.

For further information please visit:

www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make

to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact personnel-admin@cst.cam.ac.uk, who is responsible for recruitment to this position.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Prof Deborah Prentice, Vice-Chancellor
2023*



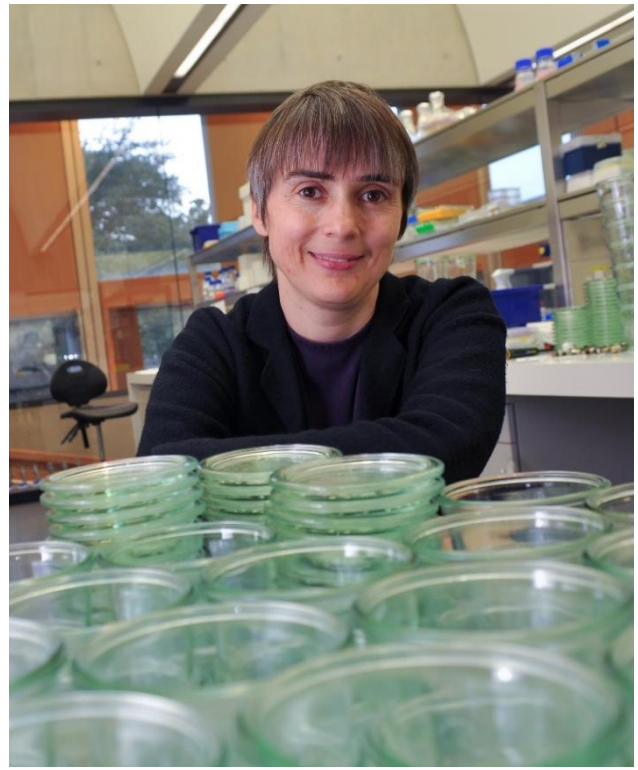
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

For further information regarding the role please contact Jessica Montgomery jkm40@cam.ac.uk. If you have any queries regarding the application process please contact personnel-admin@cst.cam.ac.uk.

The closing date for applications is: 19/03/2025.