



Sam Dunning <info@ukctransparency.org>

RE: FOI request, IMPFOI-23-629

IMPFOI <foi@imperial.ac.uk>
To: Sam Dunning <director@ukctransparency.org>

21 December 2023 at 17:23

Dear Sam Dunning,

Please accept our apologies for the delayed response to your Freedom of Information Act request.

1. Income received from DSI winter and summer schools, by year (2023/24 to date, 2022/23 & 2021/22)

The gross income received per year for the DSI summer and winter schools is set out below:

2021/22	£132,739.00
2022/23	£207,840.00
2023/24 to date	£220,932.20

2. DSI Events Manager and Executive Manager for China collaborations

The advertised role was Project Manager (China Collaboration). Ping Huang was appointed to the role in 2019. The role and job title was subsequently changed following due process to Manager for Events and Education. The two job descriptions are attached.

Please find attached a copy of the job advertisement. Two people applied for the role of Project Manager (China Collaboration). One person was interviewed. The shortlisting and record of interview contain the applicants' personal data and are therefore exempt from the Freedom of Information Act by virtue of Section 40(2).

3. Agreement governing the collaboration between the DSI and Zhejiang University, Joint Applied Data Science Lab and funding received

We are refusing to disclose the agreement documents on the basis that it would harm the College's commercial interests to do so, in reliance on Section 43(2) of the Freedom of Information Act.

The Joint Applied Data Science Lab is a research collaboration and not a distinct institution or department. As such, it does not have a cost centre that could be used to track all funding received. However, we are able to provide information on the primary funding received from Zhejiang University, which was as follows:

2013/2014	£2,790.42
2014/2015	£15,214.17
2015/2016	£55,043.61
2016/2017	£56,488.79
2017/2018	£111,281.89
2018/2019	£162,787.66
2019/2020	£99,041.80
2020/2021	£56,455.42

4. Agreement with Jiangsu Automation Research Institute and/or with China State Shipbuilding Corporation regarding the joint PhD studentship programme and Future Digital Ocean Innovation Centre

There was a single agreement between Imperial College, China Shipbuilding Industry Corporation (CSIC) and JARI covering the PhD studentship programme and the Future Digital Ocean Innovation Centre. The collaboration did not proceed. In consideration of UK export control legislation and consultation with UK government, Imperial terminated the agreement in March 2021 before any projects started and returned the upfront funding. One export licence application had been submitted for the first scoped project for the Digital Ocean Innovation Centre before the collaboration was terminated. We are refusing to disclose the agreement documents on the basis that it would harm the College's commercial interests to do so, in reliance on Section 43(2) of the Freedom of Information Act.

Yours,

Freedom of Information Team

[Imperial College London](#)

Please note that if you are unhappy with the way that we have handled your request, you can ask us to conduct a review. Please make your representation in writing within 2 months of the date you received this response. If you remain dissatisfied with how Imperial College has handled your request, you may then approach the [Information Commissioner's Office](#).

[Quoted text hidden]



Project Manager (China Collaboration) Advert.pdf

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Sam Dunning <info@ukctransparency.org>

RE: FOI request, IMPFOI-23-629

IMPFOI <foi@imperial.ac.uk>

5 January 2024 at 12:23

To: Sam Dunning <director@ukctransparency.org>

Dear Sam Dunning,

Please accept our apologies for not attaching both job descriptions. The second is attached. We can confirm that the change to the job role took effect in October 2021.

Yours,


Freedom of Information Team

[Imperial College London](#)

From: Sam Dunning <director@ukctransparency.org>

Sent: 04 January 2024 15:49

To: IMPFOI <foi@imperial.ac.uk>

Subject: Re: FOI request, IMPFOI-23-629

Hi there,

I will be sending an appeal in due course, but I would also like to submit a new request:

You write, "The advertised role was Project Manager (China Collaboration). Ping Huang was appointed to the role in 2019. The role and job title was subsequently changed following due process to Manager for Events and Education. The two job descriptions are attached." Firstly, I can only see one attachment - a job description for the former role. Please send the job description for the latter role (Events & education). You may treat this as an addendum to my first request.

Secondly, as for my new request, I would like to know 1) when the change took place; when the role of 'Manager for Events' was filled; IE, when the former role was replaced by the latter and the Project Manager (China Collaboration) became "Manager for Events and Education".

In addition, 2) Please share all emails sent between the Project Manager (China Collaboration) and staff from JARI in 2020 and 2021.

And finally, 3) Please share the "due process" documentation regarding the change of roles.

If you have any questions, please let me know. I shall send my appeal separately at a later date.

Thanks,

Job summary

The overall purpose of this role is to coordinate the operational and research project management of the Lab and develop this into a base for Imperial college and Zhejiang University (ZJU) interaction with other Chinese academic institutes. The position will oversee the day-to-day operation and management of the Lab and ensure the research projects are delivered such as to optimise their successful exploitation, whilst also contributing to the long term strategic direction of the partnerships with Chinese institutions.

An important function of the role will be to co-ordinate the development and operational function of the ZJU Lab and its extension of working with other Chinese partners. The post-holder will be central to the effective management of the Lab and the consolidation of the ever growing relationship of the DSI with Chinese organisations.

Exceptional communication skills will be required as the post holder will be responsible for communicating with Chinese partners and developing fruitful and sustainable relationships.

Duties and responsibilities

- Act as the first point of contact for Chinese delegations for both the sponsors and internal staff.
- Coordination of the Zhejiang University research programme, and related Chinese collaboration programmes.
- Support the Zhejiang University Lab's research collaboration strategy and development of a performance management plan for its delivery, with input from the DSI Director and other stakeholders (i.e. academic College and Zhejiang University staff).
- Manage the DSI/ Zhejiang University relationship and relationships with other Chinese partners.
- Coordinate Chinese visitors to the DSI in conjunction with the Zhejiang University Lab.
- Managing the establishment of the Lab's research, supporting the Director of the DSI and liaising with internal and external researchers to present compelling projects within the Lab.
- Support the DSI strategy in China collaboration and development of a performance management plan for its delivery, with input from other stakeholders.
- Develop excellent relationships with College academic and professional staff, to ensure wide engagement across the Faculties.
- Build excellent working relationships with officers and researchers at ZJU and other Chinese academic/industrial partners, linking them with College research teams as and when appropriate.
- Coordinate and contribute to the creation and writing of project proposals for collaboration with China
- Liaise with academics and support staff to coordinate ZJU Lab and other Chinese Partner activities.
- Develop and manage the DSI communications policy with China including development and maintenance of the DSI website with respect to China collaboration in accordance with Imperial communications guidelines.
- Ensure that the terms in the contract are adhered to and manage any resulting negotiations relating to contractual changes or IP for all the China collaboration.
- Organising seminars, presentations and other engagement activities with Chinese academic/industrial sectors to promote collaboration.

Liaison and Influence

- Build and maintain excellent working relationships with:
- Chinese academic/industrial partners, Zhejiang University - coordinating closely with existing relationship stakeholders both at the College and at Zhejiang University.
- Act as a contact for the Lab and other Chinese academic/ industrial partnerships.
- Interact with Chinese collaborators and community to represent the DSI as well as the Lab and to promote DSI profile, as well as the profiles of the College and Zhejiang University.

Administration

- To be a member of the DSI operations team with particular responsibilities for administration and outreach activities relating to Zhejiang University and other collaboration programmes with Chinese partners.
- Responsible for the content of the DSI's web pages related to ZJU and other Chinese academic/industry collaborations.
- To undertake associated routine administrative tasks that may arise in connection with the above activities.

- To undertake any necessary training as required.
- Any other duties commensurate with the grade of the post as directed by the line manager / supervisor.
- A good undergraduate level degree, or equivalent qualification, in a relevant scientific or technological discipline
- Experience of academic research project delivery, project management and relationship management, coordinating internal activities to meet delivery expectations of internal and external clients
- Experience of communicating with international companies
- An understanding of the academic environment, preferably gained through previous experience of working within a HEI
- Capable of conversing with experts across inter-sectorial domains
- Fluent in English
- Ability to speak Mandarin (Desirable)
- Knowledge in computer science and data science
- An understanding of research and product innovation development/management processes, cultures and environments through working in or with such environments.
- A good undergraduate level degree, or equivalent qualification, in a relevant scientific or technological discipline
- Experience of academic research project delivery, project management and relationship management, coordinating internal activities to meet delivery expectations of internal and external clients
- Experience of communicating with international companies
- An understanding of the academic environment, preferably gained through previous experience of working within a HEI
- Capable of conversing with experts across inter-sectorial domains
- Fluent in English
- Ability to speak Mandarin (Desirable)
- Knowledge in computer science and data science
- An understanding of research and product innovation development/management processes, cultures and environments through working in or with such environments.

Essential requirements

- A good undergraduate level degree, or equivalent qualification, in a relevant scientific or technological discipline
- Experience of academic research project delivery, project management and relationship management, coordinating internal activities to meet delivery expectations of internal and external clients
- Experience of communicating with international companies
- An understanding of the academic environment, preferably gained through previous experience of working within a HEI
- Capable of conversing with experts across inter-sectorial domains
- Fluent in English
- Ability to speak Mandarin (Desirable)
- Knowledge in computer science and data science
- An understanding of research and product innovation development/management processes, cultures and environments through working in or with such environments.

Further information

For queries regarding the application process contact [REDACTED]

For technical issues when applying online please email recruitment@imperial.ac.uk

How to apply:

Our preferred method of application is online via: www.imperial.ac.uk/jobs and search for ENG00774

Please include:

- A college application form
- A full CV
- A 1-page statement indicating what you see as interesting research issues relating to the above post and why your expertise is relevant.

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.

Job Title:	Manager for Events and Education
Department/Division/Faculty:	Data Science Institute
Campus location:	South Kensington
Job Family/Level:	Professional Services Level 3B
Responsible to:	Operations Manager, Data Sciences Institute
Line Management responsibility for:	None
Key Working Relationships (internal):	Institute and Departmental management; College Administration, Research Services; College Support Services; Research Staff and Phd Students; Continuing Professional Development.
Key Working Relationships (external):	DSI's Academic and Industrial Collaborators
Contract type:	Fixed-term for one year

Purpose of the Post

The Data Science Institute (DSI) launched in April 2014 as Imperial College's fifth cross-faculty Institute. It supports multidisciplinary collaborations between the College's academic experts to create data-driven solutions to complex problems, and acts as an internal hub in data science. Promoting data science and its applications through events and education programmes is one of the DSI's major objectives.

The overall function of this post is to solely co-ordinate and organise a cross-College, data-driven research events and education programme, including research seminars, conferences, workshops, summer/winter schools and public engagement activities. The post holder will also be a point of contact for the Joint Lab for Applied Data Science that the DSI operates with Zhejiang University and will be expected to form strong relationships with stakeholders and manage their overall experience to agreed service standards.

This is a busy, crucial and varied role requiring an enthusiastic and highly competent person to multi task and work to deadlines. The person must be able to work with minimal supervision and will be expected to manage their own workload which may change due to new pressures.

Exceptional communication skills will be required as the post holder will be responsible for communicating with DSI's academic and Industrial partners and developing fruitful and sustainable relationships. The post holder will work with the college staff and external partners to design event and education programmes, ensuring they are well publicised, organised and co-ordinated.

Key Responsibilities

Events

- Be responsible for planning and arranging a range of DSI events, including international conferences, partner launch events, DSI hosted research workshops, DSI annual lectures, research seminars.
- Expected to use initiative when unforeseen issues arise in the build up to events/on the day and resolve these effectively.
- Develop event sponsorship models and investigate sponsorship/partnership opportunities for DSI events.
- Organise DSI internal group meetings, presentations and gatherings on a monthly basis.
- Coordinate events hosted in the DSI's Data Observatory, such as delegation visits and filming.
- Support the arrangement of DSI presence at external events, such as Fringe, Imperial College

Festival, etc.

- Prepare relevant paperwork and arrange catering for events where necessary.
- Have oversight of the Institute's event timetable and organisation of its central meetings.
- Ensure financial controls are in place to manage budgets within set parameters to ensure costs are kept to a minimum for each event.
- Manage the process of obtaining post event feedback, ensure that it is recorded, analysed and effectively communicated to all relevant parties.

Education:

- Develop, manage and run innovative educational programmes in the DSI, including summer and winter schools, short training courses and research-focused programmes.
- Coordinate with the CPD, Imperial X and other College departments to support the development and delivery of cross-disciplinary educational programmes and courses.
- Support the Imperial-X leadership in the development and communication of the academic vision and strategy for the Imperial-X educational activities.

Communications

- Develop and deliver an impactful social media campaign to promote the DSI's activities via social networking sites, mailing lists and the DSI's Visual Corridor.
- Develop news stories and social media updates regarding key events.
- Maintain the DSI website with respect to Events and Education Programmes.
- Manage the content to be displayed on the Visual Corridor and respond to queries about the Visual Corridor.
- Sole point of contact for the DSI-ZJU Joint Lab for Applied Data Science which include coordinating the Lab's research programme, managing the DSI/ZJU relationships and coordinating ZJU visitors to the DSI.
- Expected to handle any complex issues that may arise involving DSI events and education programme.
- Develop excellent relationships with College academic and professional staff on behalf of the DSI, to ensure wide engagement across the Faculties.

Administration

- Responsible for presenting updates on the events and education programmes at the DSI operations meetings and to take forward anything raised as required.
- Responsible for providing administrative support to the collaboration between the DSI and the 'Imperial X' initiative where necessary.
- Assist with raising purchasing orders where appropriate.
- Seek opportunities to amend processes and procedures to improve efficiency and service.
- Undertake any necessary training as required.
- Any other duties commensurate with the grade of the post as directed by the line manager / supervisor.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following	
Education	
A good undergraduate level degree, or equivalent qualification, in a relevant scientific or	E

technological discipline	
Higher level degree (or equivalent) in a computing subject	D
Experience	
Experience of academic research project delivery, project management and relationship management, coordinating internal activities to meet delivery expectations of internal and external clients	E
Experience of communicating with international companies	E
An understanding of the academic environment, preferably gained through previous experience of working within a HEI	E
Capable of conversing with experts across inter-sectorial domains	E
Knowledge	
Fluent in English	E
Knowledge in computer science and data science	E
An understanding of research and product innovation development/management processes, cultures and environments through working in or with such environments.	E
Skills & Abilities	
Strong delivery focus in a complex organisation with a high level of attention to detail	E
Strong project management skills – coordinating multiple projects and work streams simultaneously, in compliance with relevant procedures and regulations	E
Self-directed – able to work with minimum supervision and coordinate a number of complex projects in parallel	E
Excellent relationship development, communication and listening skills to build strong working relationships with colleagues and clients	E
Ability to deal with ambiguity and to operate in unstructured environments	E
Creativity in problem solving - proposing solutions toward complex issues and in solving challenges	E
Budget management and financial reporting skills	E

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Imperial College is committed to equality of opportunity and to eliminating discrimination. All employees are expected to follow the [7 Imperial Expectations](#) detailed below:

- 1) Champion a positive approach to change and opportunity
- 2) Encourage inclusive participation and eliminate discrimination
- 3) Communicate regularly and effectively within and across teams
- 4) Consider the thoughts and expectations of others
- 5) Deliver positive outcomes
- 6) Develop and grow skills and expertise
- 7) Work in a planned and managed way

Employees are also required to comply with all College policies and regulations paying special attention to:

- Confidentiality
- Conflict of Interest
- Data Protection
- Equal Opportunities
- Financial Regulations
- Health and Safety
- Information Technology
- Smoking
- Private Engagements and Register of Interests

They must also undertake specific training and assume responsibility for safety relevant to specific roles, as set out on the [College Website Health and Safety Structure and Responsibilities](#) page.

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory (standard/enhanced/enhanced for regulated activity) Disclosure and Barring Service check will be required for the successful candidate.

Further information about the DBS disclosure process can be found at <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> or by telephoning 0870 90 90 811. You may also wish to view the College's policy statements on the [Recruitment and Employment of Ex-Offenders](#) and the [Secure Storage, Use, Retention & Disposal of Disclosures and Disclosure Information](#)

Committed to equality and valuing diversity, we are an Athena SWAN Silver Award winner, a Stonewall Diversity Champion, a Disability Confident Employer and work in partnership with GIRES to promote respect for trans people.