

Data Science Institute

Major change to job description - Project Manager (China Collaboration)

Business Case

Introduction/background info

The post “Project Manager (China Collaboration)” was recruited to coordinate the operational and research project management of the DSI’s China collaboration, including the Zhejiang University (ZJU) Joint Lab and the China State Shipbuilding Corporation (CSSC) Research Centre. Given the CSSC collaboration was terminated by the College in early 2021, and the ZJU collaboration ends in early 2022, we propose to change the current job description of the post to meet the needs of the DSI.

Proposal

We propose to change the post “Project Manager (China Collaboration)” to “Manager for Events and Education”. The overall function of the proposed post is to coordinate and organise cross-College, data-driven research events, as well as develop and manage innovative educational programmes in the DSI. Responsibilities such as supporting DSI strategy in China collaboration are no longer required. Responsibilities related to deliver DSI’s events and educational programmes are added to the post.

Consultation

As this is a major change (more than 20%) to the current job description, a 30 day consultation period is required. This process will involve an invitation to a formal consultation meeting to discuss the changes in detail and answer any questions you may have. You will also have the opportunity at this meeting to put forward any ideas you have and comment on the proposed job description before any final decision is made.

Following the initial meeting, you may request as many follow up meetings as needed, during the consultation period.

At the end of the consultation period, a further meeting will be arranged to confirm what changes will be made to the job description.

Timescale

The consultation will start today **27 September 2021** for a period of 30 days. Over this period, we will ensure that there is sufficient and meaningful consultation with a view to reaching agreement on the way forward. Following consultation, a decision will be made on the final job description which will be communicated to you.