**Job title:**  Innovation and Operations Facilitator

**Salary range and conditions:** Grade 7P

**Department/Division:** School of Computing and Communications

**Reports to:** CyberFocus Place Based Impact Acceleration Account (PBIAA) Project Manager

**Reportees:** none

**About the CyberFocus Place Based Impact Acceleration Account (PBIAA) Project**

The CyberFocus consortium, led by Professor of Cyber Security Dan Prince, has opened its first funding call under the EPSRC Place-Based Impact Acceleration Account.

CyberFocus is a UKRI-funded initiative designed to strengthen the North West Cyber Corridor by connecting academic expertise with regional challenges. The project aims to support collaborative activity that apply cutting-edge research to the pressing cybersecurity needs of businesses, public services, and communities.

The funding opportunity is designed to:

* Translate cyber research into real-world impact
* Foster public engagement and trust in digital systems
* Inform regional or national cyber policy
* Build sustainable academic–external partnerships

**Job Purpose**

As Innovation Operations Facilitator, the postholder will be responsible for managing the day-to-day coordination and operational delivery of CyberFocus activities. This includes ensuring activity alignment, supporting financial and administrative processes, and enabling the successful implementation of collaborative innovation work across partners. The role will work closely with academic, civic, and industry stakeholders to ensure smooth programme delivery, effective use of resources, and alignment with strategic objectives.

**Key Responsibilities and Duties**

* Lead the operational delivery of the core innovation programme, translating plans into coordinated, effective action.
* Facilitate and support collaborative projects from concept through to delivery, working with researchers and stakeholders.
* Liaise with funded project partners to support tracking of progress, deliverables, and reporting requirements.
* Coordinate timelines and activity schedules across multiple work packages.
* Coordinate logistics for events, workshops, and meetings.
* Support planning and facilitation of core innovation activities and events, including sandpits and co-design labs.
* Support financial tracking and budget administration, working closely with the CyberFocus Manager to align financial tracking with operational delivery.
* Contribute to programme tracking, including KPIs and impact metrics for reporting, evaluation, and impact cases.
* Ensure alignment of programme delivery across academic, civic, and industry partners.
* Contribute to internal and external communications, including impact case studies, reports, and programme outputs.

**Values**

In pursuit of our Vision and in keeping with our Purpose, we work to uphold our values:

* We respect each other by being open and fair and promoting diversity.
* We build strong communities by working effectively together in a supportive way.
* We create positive change by being ambitious in our learning, expertise and action.

Note: The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with emerging needs.