

### **Summary of background experience**

I started this job in August 2018 after completing my PhD in Computer Science and Chemistry. It was clear that this role was meant to be a joint Network Coordinator / Researcher position, where there was a need for someone who had interdisciplinary experience. I am both a very social and organized person and the event management / networking aspect of the role was very appealing, and I had experience working across both domains. Prior to this role I had been working on interdisciplinary research projects in Computer Science and Chemistry, and had practice disseminating domain knowledge to different audiences. I have also worked in three different software companies and have a strong grounding in how computer science projects should be managed.

### **Responsibilities**

I have a varied set of responsibilities. As I started this role at the Networks inception I was responsible for helping launch it and create much of the initial content. I have summarised my different responsibilities below:

- **Social Media & Website Management:** I created and launched our website and am responsible for updating it, I run our twitter, YouTube and LinkedIn accounts, and curate the content for our YouTube Channel. I also write and send out all of our newsletters.
- **Membership/Mailing List Management:** I am responsible for our mailing list which defines membership of the Network. I disseminate all of our material, events, funding calls etc to this mailing list.
- **Event Management/Organization:** I am responsible for organizing all of our events (both physical and virtual). Originally for the first year we didn't have an administrator, so I covered all aspects of this from getting quotes for venues, booking the events, liaising with the venues, publicity for the events, creation of all of the event materials (name badges, meal cards, agendas, booklets), and organized the speakers. Since we hired our administrator she now helps with some of this.
- **Promoting & Publicizing the Network:** I have attended conferences on behalf of AI3SD to promote it, bring in new members and raise awareness of what we do. Prior to COVID I presented at several conferences about AI3SD.
- **Funding Call Management:** I create the documents for our Funding Call, organize the call, promote it, process all of the applications, help with the initial review, recruit reviewers, organize the reviewer process and design the forms for this, collate all reviewer feedback for presentation to the Advisory Board.
- **Advisory Board Management:** I organize these meetings and create the agendas, slides and any appropriate reports for these.
- **Network+ Outputs:** I was the lead author on our Network+ Journal paper, and I have produced a number of the reports for the Network. I am also a chief editor on the Wiley Book Project we are embarking on.
- **Research & Publication:** I also conduct research on a number of different research projects, and have published several journal papers since starting my job on the Network. Some of these are academic collaborations and others are industry based. I lead a Working Group linked with another Network, and also supervise a KTP.

**What you like about the role**

I really enjoy the variety, no two days are the same. I like that I can still conduct research and write papers/code/build ontologies, but also really enjoy the event management side of things and organising all the different aspects of the network. Being involved from the beginning was great as it meant I could organise everything from the start and set up sensible procedures to move forward with. My PI gives me a lot of responsibility to organise things which is great!

**What have you achieved in the role**

Prior to COVID we built a solid Network base, we had successfully run two funding calls, had 600+ members and had run a number of really successful events that allowed us to identify the challenges in our space. Since COVID we are still going strong, our members are now over 1000, and we have moved everything online and have received a lot of positive feedback about our online seminar series. Our YouTube channel has brought a lot of new people into the Network and adds another dimension of engagement.

**How challenges have been overcome**

We are very close team and whilst all of our events were initially run physically, the rest of the Network was already run from a shared team. We started using MS Teams at the beginning so we have a shared drive with all of our associated documents on there. The Advisory Board had already been run in a hybrid manner given the location of some of our members, so transitioning to organization both with the main Network Group and the AB to fully online was quite seamless. We spent a lot of time researching what made for a good online event, and have iteratively improved how we run things over the last year. We also hired our administrator in December 2019 and she has been invaluable to me in helping with our administrative activities re events, the website, and very importantly the finance side of things which she knows a lot more about than I do!

**Examples of specific career development undertaken (training, mentoring, specific experience)**

I've learnt so many different skills since starting this role, I think the biggest things have been learning to juggle 20+ projects at once! To lead activities (calls, events, group projects) and how to disseminate information to different domains at different levels.

**Future Plans / Aspirations**

I would love to rebid for our Network and keep it going for another few years as it feels like so much has gone into getting it where it is now, and with our new streams of engagements I think we could do some really exciting things with hybrid events! I also want to get funding for other research projects so I can keep conducting my own research and publishing.