AI Champion: role description

• MBI

One page. Fill in the gaps, agree the weekly time with their manager, and share it with the team.

COMPANY	TEAM / DEPARTMENT
AI CHAMPION (NAME)	LINE MANAGER
PROTECTED WEEKLY TIME (HOURS / WEEK)	START DATE & NEXT REVIEW

1 Why this role exists

General AI training fades after a few days. The AI Champion connects strategy with daily work: helping teammates solve real tasks at their desk, turning individual wins into shared team skills, and keeping the team's AI agents accurate and safe.

2 Core weekly responsibilities

Focus area	What it looks like in practice
1:1 peer coaching	Sit with teammates for 15–20 minutes to show how to complete their actual tasks faster using approved AI tools.
Shared team skills	Turn effective prompts and workflows into documented, reusable team skills, so know-how stays with the company.
AI agent ownership	Act as the named human owner for the team's agents: check output quality, tune instructions when quality drifts, and retire unused agents.
Team context and docs	Keep team procedures, templates and reference files accurate and current in the shared knowledge layer.
Impact and reporting	Log concrete hours saved and share working examples at the Champions sync every two weeks and in the monthly leadership update.
Early issue flagging	Report broken connections, access bottlenecks or policy friction before colleagues invent private workarounds.

3 Scope boundaries (what this role is not)

- Not an IT helpdesk ticket queue or software licence administrator.
- Not expected to write production software code (unless already in an engineering role).
- Not responsible for policing colleagues. The focus is on enabling and sharing what works.

4 Support and mandate from leadership

- **Protected weekly time:** _____ hours a week carved out from regular operational targets, agreed in writing with the line manager.
- **Hands-on training:** priority access to deeper workflow-building and agent-design training.
- **Team mandate and escalation:** backing from the team lead to standardise recurring workflows; technical or governance issues are reported to _____ .

5 Agreed by

AI CHAMPION	LINE MANAGER	AI PROGRAMME SPONSOR
NAME, SIGNATURE & DATE	NAME, SIGNATURE & DATE	NAME, SIGNATURE & DATE