1 Advertisement

Post Title: ESRC Digit Research Centre Manager  
School/department: University of Sussex Business School, Digital Futures at Work ESRC Research Centre (Digit)  
Hours: Full time or part time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).  
Contract: fixed term for 5 years with the possibility of extension/permanency  
Reference: 1898  
Salary: Grade 8 starting at £41,526 to £49,553 per annum (pro-rata for p-t working)  
Placed on: 6 September 2019  
Closing date: 9 October 2019. Applications must be received by midnight of the closing date.  
Expected Interview date: Week commencing 21 October 2019  
Expected start date: 1 January 2020  

For further information or to discuss the role please contact the Centre Director 
Professor Jacqueline O'Reilly: j.o-reilly@sussex.ac.uk  

For full details and how to apply see our vacancies page  

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.  

ESRC Digit Research Centre Manager  
Summary:  
An exciting opportunity has arisen at the University of Sussex for a high-performing professional to take on the management of the Digital Futures at Work ESRC Research Centre (Digit) – an ambitious and dynamic £8m ESRC funded Research Centre examining the Digital transformation of work. The post is full time, fixed-term until September 2024 but with a possibility of extension or permanency.
This challenging role sits within the University of Sussex Business School and is line-managed by the School’s Research Manager while reporting substantively to the Centre’s Director, Professor Jacqueline O’Reilly. The post-holder will be responsible for overall management of the Centre, including day-to-day operations, reporting, communications, supporting stakeholder engagement, and overseeing the Centre’s programme of research. The Digit Centre Manager will work collaboratively with the Director and Centre Management Group (CMG) to develop and realise the strategic vision of the Centre, and in so doing support the University’s ambition to create a world-leading research centre.

2 The University of Sussex Business School

The post-holder will support activities across the Digital Futures at Work ESRC Research Centre (Digit), and will be based in the University of Sussex Business School.

The School

The Business School was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and SPRU (Science Policy Research Unit). With its home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

Our work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

Our School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

Our vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Our mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

Digital Futures at Work Research Centre (Digit)

The Digital Futures at Work Research Centre (Digit) will be established in January 2020. The aim of the Centre is to establish an interdisciplinary, international collaboration to advance our understanding of how Digital technologies are reshaping work, impacting on employers, employees, job seekers and governments.
The University of Sussex Business School jointly leads the Centre with Leeds University Business School. Additional partners include the Universities of Aberdeen, Cambridge and Manchester in the UK and Monash in Australia.

The objectives of Digit are to:

1. **Generate new knowledge** to inform the development of an analytical framework around the concept of the 'connected worker' and the 'connected economy' by maximising knowledge exchange and co-produced research with relevant communities.

2. **Establish a new Data Observatory** as a one-platform library of national and international resources for decision-makers connecting with UK Industrial Strategy and welfare policy.

3. **Initiate an Innovation Fund** providing financial support for new research initiatives and methodological approaches, enabling international exchanges and extensive dissemination.

4. **Provide a strong career development programme** for mid and early career researchers through mentoring and staff development, internships and summer schools.

5. **Ensure the long-term sustainability of the centre** by developing an MSc in People Analytics informed by Digit research.

Sussex will become a clearly identifiable global research hub fostering strategic international partnerships and become a source of advice to governments, funders, industry and non-governmental organisations. The centre will be a flagship initiative promoting Sussex strengths in policy-engaged, academically rigorous, interdisciplinary research.

Digit will:
- Establish Sussex firmly as ‘the go-to place’ for interdisciplinary research to understand complex challenges associated with the Digital transformation of work.
- Develop a collective ‘Digital’ identity across the Sussex campus.
- Substantially increase research and ‘soft’ income, and consolidate and maximise the return on recent investments.
- Deliver research output of the highest international quality.
- Enhance the impact of Sussex research for future Research Excellence Framework submissions.
- Provide a focus and drive for the University strategy of embedding Digital transitions at work in teaching.

3 **Job Description**

Job Description for the post of: **ESRC Digit Research Centre Manager**

Department: Digital Futures at Work ESRC Research Centre, Department of Management
Purpose of the post:

- To take overall responsibility for managing the Digital Futures at Work ESRC Research Centre including day-to-day operationalisation of the Centre. Digit is a flagship investment funded by the Economic and Social Research Council.
- To work collaboratively with the Director and Centre Management Team (CMT) to develop and realise the strategic vision of the Centre, whilst supporting the aims of the University’s Strategic Framework. The CMT consists of the Co-Directors at Sussex and Leeds, the Centre Manager, and Impact & Engagement Officer. Together they will be responsible for financial reporting, maintaining a risk register, monitoring progress and the timely delivery of outputs, as well as communicating directly to the ESRC, coordinating activities with the Core Academic Team and Advisory Boards.
- To oversee all internal and external communications and engagement activities, and to play a central role in developing and implementing Impact, Communications, Engagement and External Affairs strategies for the Centre. In doing so to ensure the success and impact of a programme designed to deliver the strategic ambitions of the University.
- To manage the internal Digit funding scheme and take responsibility for the operational planning and oversight of internally funded projects and the externally funded research which arises from them. In doing so, to support and further the University’s ambition to create a world-leading research centre examining the Digital transformation of work.

Key Responsibilities:

Strategy:

1. Work collaboratively with the Director and CMT to develop and realise the Centre’s overall strategy, as aligned to the University Strategic Framework, to produce world-leading interdisciplinary research tackling issues of global significance around the transformation of work.

2. Lead on the development and implementation of Impact, Communications, Engagement and External Affairs strategies for Digit, with the aim of fostering timely and targeted dissemination of information, stimulating real-world impact and increasing the Centre’s and University’s external visibility.
Operations:

3. To take overall responsibility for managing the Centre including day-to-day operationalisation of the research programme.

4. Play a central role in the operational planning and organisation of Digit’s work programme. This includes ensuring projects are on track, working with researchers on project engagement plans, managing project budgets, setting metrics and integrating new institutions and projects into the Centre, as well as helping to identify funding sources and support external funding applications.

5. Act as the first point of contact for Digit.

Management:

6. Line management of the Impact & Engagement Officer and the Centre Administrator with the aim of ensuring effective implementation of the Impact, Communications, Engagement and External Affairs strategies.

7. Line management of Digit research administrators and oversight of potential future growth of Digit staff capacity.

Management of Financial Resources:

8. Working with the Director, develop detailed quarterly budget forecasts.

9. Manage the Digit core budget. Manage core running costs in collaboration with university, school and departmental finance officers.

Monitoring, Evaluation and Reporting:

10. Lead on the production of annual, interim and quarterly reports to the ESRC and other key stakeholders.

11. Assist with the management of key documents relating to the activities of Digit, including reports to funders, briefing notes, research summaries and other documentation as required.

Innovation Fund:

12. With the Director, develop, implement and evolve a competitive internal funding mechanism for the Digit Innovation Fund.

13. With the Director, develop assessment criteria, guidance and review procedures for the Digit Innovation Fund.

14. With the Director, establish and publicise calls for proposals, and oversee and manage the application, review and award process.

15. Be the first point of contact for all enquiries, providing management advice and direction to potential applicants.
16. Manage the review of applications and provide commentary and recommendations to internal academic reviewers.

17. With the Director, manage planning and review meetings.

18. Manage the budget allocations and monitor expenditure.

19. Maintain oversight of all funded projects and the externally funded research which arises from them.

**Interdisciplinary Research Opportunities and Capacity:**

20. With the Director, target research development activities in areas that have the ability to develop and deliver world-leading research.

21. Provide technical advice to applicants for internal and external funding to develop interdisciplinary projects.

22. Coordinate and facilitate events (workshops, sandpits, seminars) to stimulate interdisciplinary working.

23. With the Director, support, coordinate and facilitate any relevant institutional interdisciplinary impact case studies for submission to the Research Excellence Framework (REF).

**Networks and Partnerships:**

24. Collaborating with the Director and CMT, develop and maintain a set of strategic partnerships in the fields of work and employability, with a global network of universities and other research institutes, generating new knowledge and approaches.

25. Collaborating with the Director and CMT, establish a set of positive interactions and collaborations with key international agencies, government authorities, private sector representatives and civil society groups to address global challenges in sustainable development.

26. Collaborating with the Director and CMT, establish a set of positive interactions and collaborations with a range of public funding bodies, private trusts and philanthropic bodies to support the work of Digit and its partners.

27. Take a leading role in establishing a strong and cohesive Digit research community and distinct post-doctoral cohort.

28. Represent Digit and the University at relevant external events.

**Communications:**

29. In collaboration with the Impact & Engagement Officer, organise and manage a range of events for academic and non-academic audiences promoting Digit activities.
Team Working:

30. Under the direction of the Director and CMT, deliver the Digit programme of activities.

31. Maintain close working relationships with key professional services teams (Finance, Research & Enterprise, Research Quality & Impact, Press & Communications, Web, Marketing) to ensure the smooth implementation of Digit.

32. Maintain close working relationships with a range of faculty and other staff across campus to ensure active engagement with Digit.

33. Maintain effective working relationships with key internal Digit stakeholders, including Heads of School, PVC-R, Head of Finance, Head of Research & Enterprise, and equivalents at IDS, to support the smooth implementation of Digit.

Personal Development:

34. Keep abreast of relevant developments in the field of the Digital transformation of work, through attendance at events and the development of professional networks, and assess and report on their impact and relevance to the Digit planned programme of activities.

35. Keep abreast of relevant changes in the external strategic funding environment and assess and report on their impact and relevance to Digit.

36. Regularly review professional development plans, identifying key objectives and development needs.

Other:

37. Undertake other duties as required.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4 Person Specification

Centre Manager, Digital Futures at Work ESRC Research Centre (Digit)

Essential qualifications, knowledge, skills and experience for the post:

Qualifications:

- Educated to degree level or above, or equivalent professional experience.
Knowledge:

- An understanding of some of the issues of technological change at work.

Skills/Abilities/Attributes:

- Excellent organisational skills, including the ability to systematically prioritise multiple tasks and manage workload.

- Excellent creative problem solving skills.

- Good general research skills.

- Good ICT skills, including competence with Microsoft software packages such as Word, Excel and Outlook as well as project management tools.

- Excellent verbal and written communication skills to communicate confidently and effectively with a wide range of people and audiences.

- Ability to work efficiently, independently, and to maintain confidentiality where necessary.

- Excellent interpersonal and networking skills with the ability to relate to a wide range of people from industry, government, third sector, research councils and academia.

- Numerate and confident working with figures.

- Self-motivator.

- Ability to work independently and use initiative, and to work as part of a collaborative team.

- A willingness to work both flexibly and to tight deadlines.

- Ability to manage a team successfully and develop a high-performing team.

- Ability to work well under pressure.

- Proactive, highly motivated and positive ‘can do’ attitude.

- Attention to detail.

- Creative thinker.

Experience:

- Strong and extensive experience of project management, preferably in a higher education setting and across multiple projects and sites.

- Experience in translating complex information into accessible formats such as policy briefings and media articles.
• Experience with managing research communications, marketing and stakeholder impact in a relevant field.

• Experience of financial management and reporting, preferably in a research environment.

• Experience of organising events such as conferences, workshops and committee meetings.

• Experience of working in interdisciplinary settings across the natural and social sciences.

**Personal Attributes and Circumstances:**

• Flexible and responsive, including a willingness to work flexible hours as necessary to meet deadlines and to travel to project meetings or workshops on occasion.