

1. Advertisement

Post Title: Global Programme Manager (Transformative Innovation Policy Consortium)
School/department: University of Sussex Business School: Science Policy Research Unit (SPRU)
Hours: Full-time hours considered up to a maximum of 1.0 FTE. (37,5). Requests for [flexible working](#) options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Fixed term until 31 July 2026
Reference: 21230
Salary: starting at £37,099 to £44,263 per annum, pro rata if part-time.
Placed on: 07 August 2023.
Closing date: 11th September 2023. Applications must be received by midnight of the closing date.
Expected Interview date: week commencing 25th of September.
Expected start date: As soon as possible.

The Transformative Innovation Policy Consortium, an international partnership of change-actors, is entering an important new phase and recruiting for a new role to lead on operational delivery of the global work programme.

As the Global Programme Manager, you will implement the ambitions of our Governing Board for the core programme, in collaboration with the management group and coordinating teams in Brighton, Utrecht and Valencia, building partnerships with members and hubs, and organising work packages and delivery mechanisms with researchers and professional staff.

For full details and how to apply see the Sussex [vacancies page](#).

The University of Sussex values the diversity of its staff and students. We welcome applicants from all backgrounds but particularly encourage people from underrepresented groups to apply.

Please note: The University requires that work undertaken for the University is performed from the UK.

1. About the Transformative Innovation Policy Consortium (TIPC)

TIPC is an [international partnership of universities and national agencies](#) for science, technology and innovation, investing in a collective programme of experimentation, research and learning to strengthen the role of innovation in delivering a sustainable future. Together, members aim to transform our systems for meeting societal needs, such as those for energy, healthcare or food.

TIPC is coordinated by the [Science Policy Research Unit at the University of Sussex Business School \(SPRU\)](#), in partnership with the [Joint Research Centre of the Spanish National Research Council and the Polytechnic University of Valencia \(INGENIO CSIC-UPV\)](#) and the [Utrecht University Centre for Global Challenges](#).

In Phase I of TIPC (starting 2017), members and partners co-created shared methodologies, research questions, resources, hubs, knowledge communities and learning arenas to bring substance to innovation policy that puts societal and environmental goals at the heart of government planning and action on innovation.

In Phase II, starting this year, we will scale up implementation, working in partnership with regional Hubs to grow and share experimentation with new and existing members, facilitate deeper learning, mobilise Hubs and networks, learning/resources and knowledge communities, and connect public and private actors investing in systems transformation.

This role is part of the global team and located at SPRU within the [University of Sussex Business School \(USBS\)](#). USBS draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. The School's vision is to collaborate across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people. Its mission is to carry out high-quality research and develop innovative policy; to develop current and aspiring leaders who will champion critical and original thinking; and to work internationally with businesses, governments, and others to deliver innovative approaches to management.

2. About the role

This is a new role, reporting to the Programme Director and lead for learning, and collaborating across the global team, regional hubs, members and partners in Africa, Europe and Latin America.

You will be responsible for managing delivery of the core work programme agreed annually by the Governing Board, as well as for developing new proposals and contracts with partners outside of the core.

Working closely with the management group based in the UK, Netherlands and Spain – as well as a wider team of 10-15 researchers and professionals contributing to the global core programme – you will be responsible for the operational management of the Consortium, acting as the first point of contact for members and partners, reporting on progress, building strong working relationships and maximising opportunities to achieve and capture impact.

3. Our people

TIPC Global is a diverse team of researchers, professional staff and consultants, mainly based in Brighton, Utrecht and Valencia, working in partnership with policy members around the world, hubs in Colombia and South Africa, and sister programme, Deep Transitions.

Our people have specialist expertise in a number of areas, including university administration and management, sustainability transitions, international development, social inclusion, innovation, science and technology policy, communications, visual design, impact, evaluation and learning, and knowledge management.

The postholder will help to model a dynamic, flexible and supportive culture, caring about the wellbeing of others in the team, working with a high degree of openness, integrity and accountability, and actively promoting collaboration and learning. This is an excellent opportunity for a positive, self-motivated and proactive person to learn, develop and make an impact at the forefront of transformative system change.

4. Flexible working opportunities and constraints

TIPC's day-to-day business is normally conducted remotely with policy members and across multiple time zones, so hybrid/mostly home working is an option in this role. There is also the option to work entirely in the office on the beautiful University of Sussex campus.

Funding for this post is available up to a maximum of full-time (37.5 hours/week). The job description has been broken down into areas of responsibility (estimates only) to help guide any part-time working requests – these will be considered, subject to business needs.

As the Global Programme Manager, you will be required to join occasional face-to-face TIPC meetings and workshops in the UK, Netherlands and Spain. There are opportunities to travel occasionally for additional conferences, experiments and learning events, though these should not act as a barrier to candidates unable to do this. You will also be required to participate in some face-to-face University of Sussex Business School and wider meetings to support good working relationships and service delivery for Consortium members.

We recognise and value diverse experiences and if you do not meet all of the requirements outlined in the person specification but still believe you have the right mix of skills and experience to succeed in this role, we encourage you to apply.

JOB DESCRIPTION: GLOBAL PROGRAMME MANAGER

1	<p>Programme management (est. 25% of FT)</p>	<p>1.1 Agreeing programme deliverables with management group and team members, and day-to-day management of programme</p> <p>1.2 Setting up and monitoring annual delivery plans; keeping programme delivery on track</p> <p>1.3 Maintaining excellent relationships with TIPC Governing Board and management group, producing planning documents and progress reports, and integrating new members into the Consortium</p> <p>1.4 Managing programme to annual budget agreed; setting up budgets; overseeing approvals on the finance system</p> <p>1.5 Planning of Governing Board meetings (agendas, preparatory materials and advance bilateral calls) and events or workshops</p> <p>1.6 Formal communications and stakeholder management with policy members and partners</p> <p>1.7 Managing contractual arrangements with members, acting as a key point of contact with central professional services, particularly research finance, HR and legal services</p>
2	<p>People development and management (est. 20%)</p>	<p>2.1 Management of TIPC global professional team, including managing coordinator, communications manager / consultancies and other support staff, setting objectives, 121s and day-to-day guidance, appraisals and staff development</p> <p>2.2 Recruitment of /commissioning of services from consultants, suppliers, casual research assistants and student helpers and other services – ensuring work delivered to contract</p> <p>2.3 Managing the recruitment, appointment and induction of new members of staff into TIPC, as required, and facilitating their integration</p> <p>2.4 Matrix management of researchers on programme deliverables, including providing guidance as required on policy and procedure</p>
3	<p>Programme communications and impact (est. 15%)</p>	<p>3.1 Working with the Principal Investigator at Sussex to develop impact case studies and project manage coordination with central professional impact team</p> <p>3.2 Engaging with relevant University/national/international forums and consultations that advance the Consortium’s aims around impact and narrative building, e.g. impact events, training sessions, conferences, awards</p> <p>3.3 Representing TIPC internally at Sussex (and Utrecht/INGENIO as required), building relationships with schools, centres and programmes, teams and research staff in order to advance impact</p>
4	<p>Business development, proposals and contracts (est. 20%)</p>	<p>4.1 Negotiating partnership proposals and contractual arrangements for bilateral agreements and experiments with members and partners</p> <p>4.2 Contracting with members and associates, with support of legal team</p> <p>4.3 Providing project management support for bid writing processes undertaken by TIPC researchers with support from the Sussex Research Development team</p>

5	<p>Project management</p> <p>(est. 15%)</p>	<p>Management of specific projects, as developed within the annual work programme.</p> <p>Examples might include:</p> <p>5.1 <i>Publications/reports</i>: organising team and work packages, commissioning designers/web professionals, editing and disseminations</p> <p>5.2 <i>Impact</i>: conducting interviews, collecting evidence, information management, developing reports and narrative</p> <p>5.3 <i>Policy experiments</i>: managing relationships, coordinating working groups, scheduling and contributing to activities, budgeting, information management, keeping delivery on track</p> <p>5.4 <i>Conferences</i>: events management, platforms, working groups, stakeholder engagement, community management</p>
6	<p>Personal learning and development</p> <p>(est. 5%)</p>	<p>Opportunities to learn and develop skills and experience in one or more programme area of interest. Examples might include:</p> <ul style="list-style-type: none"> • research management and impact • learning design • experimentation with policy for sustainability transitions • knowledge community building

PERSON SPECIFICATION: GLOBAL PROGRAMME MANAGER

SKILLS / ABILITIES

	Essential	Desirable
Ability to work co-operatively with others to meet agreed objectives	X	
Excellent organisational skills, including the ability to systematically prioritise multiple tasks and manage workload	X	
Excellent IT skills, e.g. competence with Microsoft software packages, project management tools, and/or learning and collaboration platforms	X	
Ability to meet tight deadlines and work effectively under pressure	X	
Excellent verbal and written communication skills and diplomatic approach to manage relationships with academic and ministry partners	X	
Ability to work effectively with a high degree of autonomy, maintaining confidentiality where necessary	X	
Excellent interpersonal and networking skills with the ability to listen and relate to a wide range of people from industry, government, third sector, research councils and academia	X	

KNOWLEDGE

	Essential	Desirable
Educated to degree standard	X	
Project management qualification (or knowledge of effective project, programme or initiative delivery)	X	
Knowledge of management administrative procedures, such as systems for finance, contracts, appointment and management of staff	X	
An understanding of international collaborations for research, policy or learning engagement		X
Knowledge of research funding, impact and the Research Excellence Framework as it applies to UK Higher Education Institutions		X

EXPERIENCE

	Essential	Desirable
Experience of managing, motivating and supporting people to deliver effectively (either in functional teams or in matrix teams to deliver projects or initiatives)	X	
Experience of preparing reports for senior programme/project sponsors, stakeholders or committees	X	
Experience of project management and delivery across multiple initiatives, teams or sites	X	
Experience of translating complex information from different sources into accessible formats such as publications, briefings and reports	X	
Experience of managing budgets and finance for projects, programmes or agreements	X	
Experience of organising and managing events, such as conferences, workshops or formal governance/committee meetings	X	
Experience of proposal writing to secure funding or commitment to a project or programme	X	

Experience of developing and managing international research or knowledge exchange activity with higher education and/or policy actors		X
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PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Caring about the wellbeing of others in the team, with the drive to support all researchers and professional staff across partners to deliver at their best for the Consortium	X	
Ability to solve problems and use initiative, collaborating effectively with other University teams to overcome operational issues affecting service delivery for members	X	
High degree of personal integrity, initiative and accountability	X	
Excellent organisational skills and clarity of thought, able to make sense of complex issues and problems	X	
Proactive, highly motivated and 'can do' attitude, with a willingness to work flexibly and to tight deadlines when required	X	
Able to join occasional TIPC team meetings and workshops in the UK, Netherlands and Spain, and face-to-face University of Sussex Business School/institutional meetings.	X	
Interests in one or more of the TIPC programme themes and/or co-creation processes with research and policy actors	X	