

1 Advertisement

Post Title: SSRP Senior Programme Manager

School/department: University of Sussex Business School, Professional Services

Hours: Full time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term until 31 July 2025

Reference: 21850

Salary: Starting at £45,585 to £54,395, pro rata if part time

Placed on: 09 October 2023

Closing date: 30 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: 16 & 17 November 2023.

Expected start date: As soon as possible

An exciting opportunity has arisen at the University of Sussex for a high-performing professional to become Senior Programme Manager of a Centre of Excellence – the Sussex Sustainability Research Programme (SSRP). The SSRP is the University's interdisciplinary strategic research programme in the high-profile area of sustainability research. As a newly designated Centre of Excellence, the SSRP is just embarking upon a new phase in which it aims to substantially expand its programme and influence on critical sustainability issues both nationally and internationally.

The post is full time, fixed term until 31 July 2025 but with the likelihood of extension for the right candidate.

This exciting and challenging role sits within the University of Sussex Business School and is line-managed by the School's Senior Research Manager while reporting substantively to the Programme's Director and scientist, Professor Joseph Alcamo. The post holder will be responsible for overall management of the Programme, including day-to-day operations, reporting, communications, supporting stakeholder engagement, and overseeing the Programme's funded research projects. The SSRP Manager will work collaboratively with the Director and Programme Management Group (PMG) to develop and realise the strategic vision of the Programme, and in so doing support the University's ambition to create a world-leading centre of research excellence providing science to achieve the UN Sustainable Development Goals (SDGs).

Please contact the Programme Director Joseph Alcamo joseph.alcamo@sussex.ac.uk or the Senior Research Manager Ryan Giddings Ryan.Giddings@sussex.ac.uk with any questions.

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.

2. The School / Division

The University of Sussex 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.

The School's 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. The School draws on many of the University'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.

The School's **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.

Its **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.

Please find further information regarding the school/division at <https://www.sussex.ac.uk/business-school/>

3. Job Description

Job Description for the post of: SSRP Senior Programme Manager

Department: SSRP, Professional Services

Section/Unit/School: University of Sussex Business School

Location: Jubilee Building / Essex House

Grade: Grade 8

Responsible to: Senior Research Manager with day-to-day responsibility to the SSRP Director

Responsible for: Communications & Engagements Officer (1 FTE)

Research Support Assistant (0.5 FTE)

Key contacts:

SSRP Director, SSRP Programme Management Group, SSRP fellows, University Sustainability Manager

Role description:

PRINCIPAL ACCOUNTABILITIES

1. Managing the operational outputs of SSRP and the team, maintaining high quality Professional Services and engendering a culture of continuous improvement.
2. Ensuring compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
3. Working collaboratively with the Director and PMG to develop and realise the strategic vision of the Programme, whilst supporting the aims of the University's Strategic Framework.
4. Working in partnership with key stakeholders to ensure seamless service, including working with colleagues to develop targeted communications, engagement and impact-generation strategies.
5. Overseeing all internal and external communications and engagement activities, and playing a central role in developing and implementing Impact, Communications and Engagement strategies for the Programme.
6. Managing the internal SSRP funding scheme and taking responsibility for the operational planning and oversight of internally funded projects, and the externally funded research which arises from them.

KEY RESPONSIBILITIES

1. Team Management and Leadership

- 1.1 Provide management and leadership to motivate the team to achieve targets and objectives, delegating appropriately.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- 1.4 Support the development of others, providing training and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement.

2. Service Delivery

- 2.1 Working within university policy and procedure, undertake day-to-day management of operational matters. Plan and implement activities across the team to ensure the achievement of Programme targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- 2.3 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration.

- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. Undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

- 3.1 Work within policy and procedure, providing advice in response to enquiries on the application of policy/procedure as required.
- 3.2 Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Details of key role-specific responsibilities

Operational Oversight and Reporting:

1. With the Director, develop and implement operational strategies for SSRP, with the aim of fostering timely and targeted dissemination of information, stimulating real-world impact and increasing the Programme's and University's external visibility.
2. Play a central role in the planning and organisation of SSRP's work programme. This includes ensuring projects are on track, working with researchers on project engagement plans, providing input to project budgets as well as helping to identify funding sources and support external funding applications.
3. Line management of the Programme's Professional Services posts.
4. In conjunction with the Director, manage the SSRP core budget. Manage core running costs in collaboration with university, school and departmental finance officers.

SSRP Fund Management:

5. With the Director, implement and evolve a competitive internal funding mechanism for the SSRP Fund, including developing assessment criteria, guidance and review procedures.
6. With the Director, establish and publicise calls for proposals, and oversee and manage the application, review and award process.
7. Manage the budget allocations and monitor expenditure.
8. Maintain oversight of all funded projects and the externally funded research that arises from them.

Community & Interdisciplinarity:

9. With the Director, identify and act on new strategic opportunities for external financing of SSRP research.
10. Provide technical advice to applicants for internal and external funding to develop interdisciplinary projects.
11. Co-ordinate and facilitate events (workshops, sandpits, seminars) to stimulate interdisciplinary working.
12. With the Director, support, coordinate and facilitate any relevant institutional interdisciplinary impact case studies for submission to the Research Excellence Framework (REF).
13. Take a lead role in establishing a strong and cohesive SSRP community.
14. Represent SSRP and the University at relevant external events.

Communications & Networks:

15. In collaboration with the Communications & Engagement Officer, organise and manage a range of events for academic and non-academic audiences promoting SSRP activities.
16. 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 SSRP.
17. Keep abreast of relevant changes in the field of sustainability and the external strategic funding environment, and assess and report on their impact and relevance to SSRP.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 2 staff.
- Responsible for the achievement of relevant Research with Impact and Engage for Change objectives.

- Working under general direction within a clear framework, the post holder will manage their own work (and their direct reports) to achieve their agreed objectives. They will play a key role in supporting the strategic and operational goals of the University, Professional Services, and their School. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the University's compliance with all applicable statutory and regulatory obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate.
2. Effective management, planning and organisational skills at a level appropriate for managing a large university research programme. This includes a demonstrated ability to delegate to team members where appropriate.
3. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, negotiate effective communications and impact outcomes, effectively contribute to team working to build and develop working relationships.
4. Effective IT Skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

5. Knowledge of the higher education sector
6. Familiarity with the issues of sustainability and/or economic/social development.
7. Analytical skills with the ability to generate solutions and make effective decisions, delivering high quality work efficiently under pressure, within demanding timescales.

8. Excellent written and verbal communications skills, including writing content for a range of purposes and audiences, and editing and proof-reading content with a high level of accuracy and attention to detail.
9. Understanding of policy engagement processes, including how to identify and respond to relevant opportunities and support academics to participate.
10. Experience of organising events e.g. conferences, workshops.
11. Experience building and maintaining effective working relationships with key Professional Services colleagues, senior management and high-level non-academic partners or stakeholders.
12. Understanding of research methods, skills, processes, outcomes and outputs.
13. Adaptable and responsive, including a willingness to work flexible hours to meet deadlines, and/or to travel, where necessary.

DESIRABLE CRITERIA

1. A postgraduate degree in a subject area relevant to the disciplines of the Programme.
2. Experience of designing communications and impact strategies and work plans.