1 Advertisement

Post Title: Sussex Sustainability Research Programme (SSRP) Programme Manager
School/department: Based in University of Sussex Business School but working across several schools of study and the Institute of Development Studies (IDS)
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). For further details regarding flexible working please follow this link: http://www.sussex.ac.uk/humanresources/personnel/flexible-working
Contract: fixed term until 28 Feb 2021 with the possibility of extension or permanency
Reference: 2444
Salary: starting at £33,797 to £40,322 per annum
Placed on: 21 October 2019.
Closing date: 5 November 2019. Applications must be received by midnight of the closing date
Expected Interview date: TBC
Expected start date: As soon as possible from November 2019

This role is only open to internal candidates from the University of Sussex

An exciting opportunity has arisen at the University of Sussex for a high-performing professional to take over management of the Sussex Sustainability Research Programme (SSRP) – the University’s ambitious and dynamic £3m Strategic Research Programme in sustainability research. The post is full time, fixed-term until February 2021 but with a possibility of extension or permanency.

This exciting and 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 Programme’s Director, 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 20+ 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 research programme providing science to achieve the United Nations Sustainable Development Goals (SDGs).

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

Here at University of Sussex Business School, we help you to see further. We don’t just take the world for granted as it is, but think about how it could be. 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.

3. Job Description

Programme Manager, Sussex Sustainability Research Programme

Department: Sussex Sustainability Research Programme (SSRP)

School: University of Sussex Business School

Location: Jubilee Building

Grade: 7

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

Responsible for: SSRP Communications & Engagement Officer (1.0 FTE)
SSRP Research & Programme Support Officer (0.6 FTE)

The Programme

The UN’s Sustainable Development Goals (SDGs) provide both an extraordinary chance and extraordinary challenge to society. If these goals are met, the payoff is likely to be a higher level of well-being throughout the world and a more sustainable planet. But achieving the SDGs will require resources from all parts of the globe – financial, political and scientific. Science and research have an important part to play by providing stakeholders and policymakers with the evaluations, strategies, and general know-how to make the SDGs happen.

With this in mind, the vision of the Sussex Sustainability Research Programme (SSRP) is to be a key global centre for delivering “Science for the SDGs”. We aspire to be one of the lead
organisations in the world providing international, national, and local stakeholders with integrated research results (encompassing natural science, social science, and the humanities). The SSRP builds on two threads of excellence at the University of Sussex and Institute of Development Studies: a long, distinguished record in sustainability science and worldwide leadership in development studies (globally ranked #1). The SSRP is a strategic initiative of the University of Sussex. Spanning four of the University’s Schools of Study (the Business School; Global Studies; Life Sciences; Law, Politics & Sociology) and the Institute of Development Studies. Apart from these five core institutional members, the Programme also works with researchers across the other schools of the university, notably Engineering & Informatics, Mathematical & Physical Sciences, and the Brighton & Sussex Medical School.

The Programme builds on distinctive Sussex strengths in sustainability research and policy engagement. The Programme creates a research environment that will enable Sussex to achieve a step change in research income generation and impact.

As a first step towards providing "Science for the SDGs", the SSRP has funded over 20 interdisciplinary research projects that address interactions among the goals, and how trade-offs can be minimised or synergies maximised.

Now in its third year, the Programme’s activities continue to aim towards enhancing both the understanding of complex sustainability challenges and the approaches through which more sustainable development pathways may be negotiated. Sussex is becoming a clearly identifiable global sustainability hub which fosters strategic international partnerships and is a source of advice to governments, funders, industry and non-governmental organisations. Beyond the sustainability brief, the Programme will be a flagship initiative for promoting Sussex strengths in policy-engaged, academically rigorous, interdisciplinary research.

SSRP will:
- Establish Sussex firmly as ‘the go-to place’ for interdisciplinary research to understand complex sustainability challenges
- Develop a collective ‘sustainability’ 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 (REF) submissions
- Provide a focus and drive for the University’s strategic aim of embedding sustainable development in teaching.

Purpose of the post:
- To take overall responsibility for managing the Sussex Sustainability Research Programme (SSRP) including day-to-day operationalisation of the programme. SSRP is a strategic University of Sussex initiative, funded through the University’s Strategic Development Fund, which has been formed to foster interdisciplinary research across the natural and social sciences.
- To work collaboratively with the Director and Programme Management Group (PMG) to develop and realise the strategic vision of the Programme, whilst supporting the aims of the University’s Strategic Framework. The PMG consists of the Director and Deputy Director, two representatives from each of the core Schools/Institute, and the Programme Manager. The Programme has oversight from the Pro-Vice Chancellor-
Research (PVC-R), and reports to Heads of Core Schools, Head of Finance, and the Director of Research & Enterprise.

- 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 Programme. 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 SSRP 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 programme providing science to achieve the United Nations Sustainable Development Goals (SDGs).

Key Responsibilities:

Strategy:

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

2. Lead on the development and implementation of Impact, Communications, Engagement and External Affairs 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.

Operations:

3. To take overall responsibility for managing the Programme including day-to-day operationalisation of the Programme.

4. Play a central role in the operational planning and organisation of SSRP’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 Programme, as well as helping to identify funding sources and support external funding applications.

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

Management:

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

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

Management of Financial Resources:

8. Working with the Director, develop detailed quarterly budget forecasts.
9. Manage the SSRP 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 Strategic Investment Fund review panel and other key stakeholders.

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

SSRP Fund:

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

13. With the Director, develop assessment criteria, guidance and review procedures for the SSRP 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 that 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. Co-ordinate 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 PMG, develop and maintain a set of strategic partnerships in the field of sustainability, with a global network of universities and other research institutes, generating new knowledge and approaches addressing global challenges in sustainable development, with particular reference to producing world-leading research to achieve the UN SDGs.

25. Collaborating with the Director and PMG, 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 PMG, 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 SSRP and its partners.

27. Take a leading role in establishing a strong and cohesive SSRP Research Community and distinct post-doctoral cohort.

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

**Communications:**

29. In collaboration with the Communications and Engagement Officer, organise and manage a range of events for academic and non-academic audiences promoting SSRP activities.

**Team Working:**

30. Under the direction of the Director and PMG, deliver the SSRP 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 SSRP.

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

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

**Personal Development:**

34. Keep abreast of relevant developments in the field of sustainability and development, through attendance at events and the development of professional networks, and assess and report on their impact and relevance to the SSRP 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 SSRP.
36. Regularly review professional development plan, 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**

**Programme Manager, Sussex Sustainability Research Programme (SSRP)**

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

**Qualifications:**

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

**Knowledge:**

- Understanding of the UN Global Goals for Sustainable Development agenda, its targets and indicators, and an appreciation of the trade-offs and synergies inherent in achieving the Goals.

- Understanding of current sustainability issues in a global setting.

**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:

• 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.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.