1. Advertisement

Post title: ESRC IAA Project Manager

Department: Research and Enterprise Services

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 until March 2023

Ref: 3070

Salary range: Between £33,797 and £40,322 per annum, pro rata if part time

Placed on: 28 January 2020

Closing date: 13 February 2020. Applications must be received by midnight of the closing date.

Expected Interview date: 26 February 2020

Applications are invited for this full-time post in Research and Enterprise Services.

The role has been created to support a programme of activities to improve the delivery of additional social impact from research conducted in the University of Sussex. Specifically, the role involves supporting the delivery of the University’s Impact Acceleration Account (IAA).

This is an Economic and Social Science Research Council (ESRC) funded project to provide a range of support to foster impact from social science research. The activities involved include:

- identifying and meeting training needs
- developing new university partnerships with non-academic partners
- managing an open (competitive) programme for funded projects, secondments and placements, and networks.

The Project Manager will be responsible for co-ordinating this exciting and innovative programme. They will have project management experience, experience of developing business plans in response to new funding opportunities, monitoring and evaluating research grants and managing research budgets.

The role-holder will work collaboratively with the Director of the Impact Acceleration Account, Professor Debbie Keeling, and the Innovation and Business Partnerships team in order to deliver the IAA project objectives of developing strong partnerships and embedding an impact culture.

The post-holder will be based in the Research and Enterprise Services, which supports the development of excellent research outputs and impact from the University’s research activity.
You should have a degree or equivalent or be qualified by experience, and have experience of managing research programmes. You should have excellent organisational abilities, and a knowledge of the research impact environment in which universities work. You should also have excellent interpersonal and communication skills needed to work effectively with the University's academic staff.

For 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 Division
Please find further information regarding the division at https://www.sussex.ac.uk/research/about/research-and-enterprise

3. Job Description

Department Research & Enterprise Services
Team Innovation and Business Partnerships team
Location Falmer House
Grade 7
Responsible to Head of Business Engagement
Responsible for N/A

Purpose of the post
To manage the delivery of the ESRC Impact Acceleration Account, a strategic funding programme aimed at building the capability and capacity of social scientists across the University to develop their research impact. In addition, the postholder is required to work alongside the ESRC IAA External Partnerships Manager and the ESRC IAA Director to support, promote and administer a range of impact activities which support the delivery of the ESRC IAA Business Plan.

Key Responsibilities

1. Project manage the ESRC funded Impact Acceleration programme.
   - Based on a good understanding of the IAA business plan, work with the Director of IAA, to develop plans to deliver the project and manage and monitor its delivery.
   - With the Director of IAA, establish priorities for the IAA team, and co-ordinate the team’s activities.
   - Undertake effective management of the IAA budget.
   - Liaise with the ESRC, and prepare reports for the ESRC, and for the University’s Research & Knowledge Exchange Committee and other relevant bodies (e.g. IAA Steering Committee).
   - Respond to ESRC IAA additional funding calls, where appropriate, by working with colleagues to support the development of business plans.
   - Liaise with internal teams, including Research Finance.
   - Represent the University of Sussex at ESRC events including the annual IAA conference and ESRC IAA Southern Group.
2. With the support of the IAA team, develop and run the Open Programme.
   - Oversee the day to day administration of the ESRC IAA Fast Track funding scheme, including pre and post award activities.
   - Coordinate the application, review and award processes associated with the ESRC IAA funding stream.
   - Be the first point of contact for all enquiries in order to provide advice and direction to potential applicants.
   - Provide costing advice to potential applicants.
   - Review financial requests in all submitted bids highlighting anomalies and addressing these directly with the Principal Investigator to support the application process.
   - Post award, respond to enquiries from project leads as and where necessary.
   - Work with the main social science schools to ensure that opportunities to work with the fund are realised.
   - Collect agreed performance data and prepare performance reports on a quarterly basis to support the ESRC IAA Steering Committee meetings.
   - Connect work into the ESRC IAA External Partnership programme as and where appropriate to ensure that the aspirations of the business plan are realised.

3. With the IAA team, develop and implement an IAA communications plan.
   - Design and deliver a communications plan to promote wider understanding within the University and beyond of the successes and achievements of the ESRC Impact Accelerator Fund using a range of mediums to do this.
   - Work with ESRC IAA funded projects to develop case studies to support effective communication.
   - Develop relationships with the central Communications team to support delivery of the communications plan.
   - Maintain the internal web site to ensure that it effectively supports people to engage with the scheme.

4. Support the IAA Steering Committee.
   - Assist the Director of IAA in managing the IAA Steering Committee which meets 4 times a year.
   - Maintain relationships with members of the committee to support their engagement.
   - Maintain Terms of Reference for the committee.
   - Oversee administrative support for the proceedings of the IAA Steering Committee (timetable, agendas, papers, minutes), including scheduling of meetings.

5. Team Working.
   - Work closely with the Director of IAA, supporting her with the delivery of the IAA Business plan.
   - Work closely and collaboratively as part of the IAA team, and with the Innovation and Business Partnerships team to ensure effective and co-ordinated approaches to business engagement and research impact.
   - Liaise with the Directors of Research and Knowledge Exchange in the relevant Schools.
   - Work closely with the other members of R&E, and other members of the Professional Services, as required.

6. Other.
• Use relevant information systems to capture, manage and report on IAA activity.
• Record full and accurate information, enabling the generation of metrics for external and internal reporting.
• Develop and maintain an understanding of impact policy and University Research and Knowledge Exchange policies.
• Any 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.

5. Person Specification

SKILLS / ABILITIES

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<th>SKILLS / ABILITIES</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Strong organisational and project management skills</td>
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<td>Self-motivator, able to work under pressure and to meet deadlines.</td>
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<td>Ability to establish good working relationships and team worker</td>
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<td>Ability to develop training material and comfortable giving presentations.</td>
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<td>Proficient networker, able to build relationships at a high level</td>
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KNOWLEDGE

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<tr>
<td>Understanding of HE impact agenda and associated funding</td>
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<td>Sound knowledge of the broad research process in HE</td>
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<td>An understanding of routes to impact, including through policy and the commercialisation process</td>
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<td>An understanding of project management concepts</td>
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<td>A good understanding of university partnership development with non-academic partners</td>
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EXPERIENCE

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<tr>
<td>Project management, development and review experience (incl. costing)</td>
<td>✓</td>
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<td>Experience of capacity development including training</td>
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<td>Experience of university-non-HEI partnership development</td>
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<td>Experience of line management</td>
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<td>Working in a similar role in higher education or a research organisation</td>
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## QUALIFICATIONS

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<tr>
<td>Degree or equivalent qualification, or qualified by directly relevant experience</td>
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## PERSONAL ATTRIBUTES AND CIRCUMSTANCES

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<td>Thrives in a team environment but able to work independently where necessary and to accept individual responsibility</td>
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<td>Possessing a client-focussed attitude</td>
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<td>Collaborative and constructive in building personal networks and corporate relationships</td>
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<td>Flexible (multi-tasking) and responsive</td>
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<td>Willingness to work longer/flexible hours as necessary to meet deadlines</td>
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<td>Willingness to travel including overnight stays</td>
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For a summary of the terms and conditions of the post, see: [http://www.sussex.ac.uk/aboutus/jobs/terms](http://www.sussex.ac.uk/aboutus/jobs/terms).