Post Title: Research Assistant (Conference digital delivery and support)

School/department: University of Sussex Business School / SPRU

Hours: Part time hours up to a maximum of 14.6 hours per week (0.4FTE). Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term until Feb 4, 2022

Reference: 6485

Salary: starting at £30,046 and rising to £33,797 per annum, pro rata

Placed on: 02 August 2021

Closing date: 30 August 2021 Applications must be received by midnight of the closing date.

Expected Interview date: between 13-20 September 2021

Expected start date: 4 October 2021

The Science Policy Research Unit (SPRU) within the University of Sussex Business School is seeking to appoint a part time Research Assistant to work with Ms Christina Miariti (SPRU/TIPC) and Dr Diana Velasco (Ingenio research institute, Spain/TIPC) on a number of tasks that relate to the planning and delivery of the Transformative Innovation Policy Conference (TIP Conference) scheduled to take place on 17-21 January 2022.

The successful candidate will have knowledge of event planning and management and a good understanding of online events. They will work on the planning, coordination and delivery of the TIP Conference as a digital event. Their main aim will be to ensure the seamless administration and execution of the Conference with particular care for the technical requirements. They will be keen to research and scope out the requirements of the sessions as the programme develops and should be able to set up the sessions in the Conference programme diligently and securely. The main task will be to support the Conference digitally and administratively. The role includes coordination within and across Conference Committees for consultation, information and decision-making as well as liaison within the University of Sussex and externally as needed.

Informal enquiries may be made with Ms Christina Miariti (C.Miariti@sussex.ac.uk) between 09-12 August

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

The University of Sussex Business School was formed in 2009 and comprises the Department of Accounting and Finance, the Department of Strategy and Marketing, the Department of Management, the Department of Economics and the Science Policy Research Unit (SPRU). With a new 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.

SPRU (Science Policy Research Unit)

Founded in 1966 by Christopher Freeman, SPRU was one of the first interdisciplinary research centres in the field of science and technology policy and management. Today, with over 60 faculty members, SPRU remains at the forefront of new ideas, problem-orientated research, inspiring teaching, and creative, high impact engagement with decision makers across government, business and civil society. Our research addresses pressing global policy agendas, including innovation challenges posed by the digital economy, the future of industrial policy, inclusive economic growth, the politics of scientific expertise, energy policy, security issues, entrepreneurship, and pathways to a more sustainable future.

SPRU researchers are driven by a desire to tackle real-world questions, whilst also contributing to a deeper theoretical understanding of how science, technology and innovation is shaping today’s world. A 2012 study published in the journal 'Research Policy' ranked SPRU second only to Harvard University in terms of its research impact in innovation studies. With a community of over 140 MSc and doctoral students from all over the world, SPRU is also well known for its high quality, research-led teaching programmes.

The Project:

The Transformative Innovation Policy Consortium (TIPC) is a consortium led by three coordinating institutions: SPRU (UK), Utrecht University (Netherlands) and Ingenio (Spain). It brings together research and innovation funding organizations from around the globe to explore, experiment and cross-learn about transformative innovation. Transformative Innovation is a term that encompasses a wide range of approaches to STI policy that seek to address issues of sustainability, inequality and other societal challenges through innovation. TIPC has developed a specific methodology for transformative innovation, based on experimental policy engagements (EPEs) that foster learning and reflection within and across organizations and initiatives. As a 5 year program started in 2017, TIPC is looking to consolidate and scale up its learning to the broader community of science policy.

TIPC together with the European Forum for the study of Policies for Research and Innovation (Eu-SPRI) organise the Transformative Innovation Policy Conference (TIP Conference 2022) between 17-21 January 2022.

For more information please refer to [http://www.tipconsortium.net/](http://www.tipconsortium.net/) and to the Call for Participation and Initiatives.
CORE JOB DESCRIPTION

Job Title: Research Assistant in TIPC (TIP Conference)
Grade: Research Assistant, Grade 6
School: University of Sussex Business School
Location: Jubilee Building
Responsible to: Ms Christina Miariti and Dr Diana Velasco (TIPC)
Direct reports: n/a
Key contacts: Members of the TIP Conference Executive Committee, with University of Sussex Business School contacts and with central University of Sussex services such as the Information Technology (IT) services

Role description: Research Assistant is a pre-Doctoral career-grade research position. Post-holders will be expected to contribute to the work of the research team, and also to develop their research skills with support from more experienced members of staff.

PRINCIPAL ACCOUNTABILITIES

1. To assist with individual and/or collaborative background research activity and contribute to the production of the TIP Conference as a key project deliverable.

KEY RESPONSIBILITIES

1. Research & Enterprise

1.1 Conduct research activity (e.g. desktop research) under supervision of the Principal Investigator, and in collaboration with others.

1.2 Assist with the analysis and interpretation of research findings and contribute to discussions on conclusions and outcomes.

1.3 Contribute to the writing of reports and other dissemination activities under the supervision of the Academic Lead of the TIP Conference.

1.4 Present information on research progress and outcomes to relevant bodies under the supervision of the Academic lead.

1.5 Be able to understand and update knowledge in transformative change, transitions and be introduced in the TIPC methodology with the guidance of the Academic lead.
2. **Contribution to TIPC**

2.1 Attend and contribute to relevant TIPC and TIP Conference project meetings.

2.2 Undertake additional duties, as required by the Academic lead of the TIP Conference.

3. **Role-specific duties**

3.1 Undertake desktop research to scope out the features and functionalities of up to three online event platforms where the TIP Conference could be hosted. (This task will focus on one only platform if by the time the appointment starts the online platform has already been selected)

3.2 Record the data (qualitative) collected and present in reports as needed.

3.3 Understand the specifications of the different session formats (e.g. Demonstrations space, pitching sessions) of the TIP Conference and assess their suitability in the context of the Conference topic and work through the technical requirements for their set-up.

3.4 Following the development of the programme of the TIP Conference, produce an overall plan for the digital delivery of the TIP Conference specifying the platforms, required set-up for each session and conference activity, the key requirements for human and other resources (e.g. number of facilitators, chat availability) and possible security risks and update the plan as needed.

3.5 Liaise internally with University of Sussex services (e.g. ITS) and external suppliers (e.g. online event hosts) to collect data that clarify how each platform can best serve the TIP Conference.

3.6 Drive the technical delivery of the conference across all sessions (e.g. Create the links for the individual sessions of the programme on the selected online platform, adding session descriptions and ensuring the security of the set-up; work with a team of technical assistants on the delivery of the Conference).

3.7 Ensure that key data and outputs of the online TIP Conference are captured and securely saved (e.g. from chats or other discussion spaces) and contribute to their analysis.

3.8 Contribute to the development of bespoke guides or instruction pages for the TIP Conference registered participants and speakers.

3.9 Contribute content (as required) for the preparation of materials for non-academic audiences, including (indicatively) visualizations, blogs, briefings and information packs.

3.10 Support the organization of the TIP Conference by undertaking research and administrative tasks linked to above 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 level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Under supervision, conduct background research to assist with the project specification and platform selection.
- Drive the technical delivery of the TIP Conference in collaboration with the Executive Committee
- Analyse collected data and prepare written reports and summaries.
- Maintain and store project files and equipment as per health and safety and data regulations.
- Contribute to the preparation of guides and instructional materials with support from the Executive Committee

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Good presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues and external audiences.
3. Ability to work independently (under supervision), and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.
8. Ability to follow guidance of team leaders.
9. Curiosity about online event hosting
10. Comfortable in liaising in English with various suppliers and services
ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good knowledge of event planning and management and experience organizing and conducting virtual workshops, events, seminars

2. Understanding and experience of online meeting platforms (e.g. Zoom, MS Teams) and/or online event hosting platforms.

3. Experience with presenting qualitative data (such as interviews, documents, visual materials) in a way that is accessible and clear to different audiences

4. Proficiency in writing and communicating in English

DESIRABLE CRITERIA

1. Prior experience with event-hosting platforms

2. Experience coordinating activities to a high level of specification and detail

3. Ability to be adaptable and proactive, able to work with deadlines, and manage peak periods in the workload