1 Advertisement

School/department: School of Life Sciences
Job title: Assistant Programme Manager
Hours: part time up to a maximum of 0.4 FTE. Requests for flexible working options will be considered (subject to business need).
Contract: Fixed term until October 2025
Reference: 9550
Salary: starting at £31,411 to £35,333 per annum, pro rata
Closing date: 05 October 2022
Interview date: ASAP
Expected start date: October 2022

Applications are invited for an assistant programme manager to join the interdisciplinary research centre, Sussex Neuroscience, administrated from the School of Life Sciences at the University of Sussex. Sussex Neuroscience is a world-leading research centre which is currently being developed as a Sussex University Centre of Excellence. The centre brings together researchers from the Schools of Life Sciences, Informatics and Engineering, Psychology and the Brighton and Sussex Medical School.

This is a newly created post where the holder will play a key supportive role in the operation of Sussex Neuroscience, liaising with the Sussex Neuroscience programme manager, its Directors, members and Steering Committee. The holder will be involved in aspects of the day-to-day running of the centre as well as contributing to the development of longer-term plans and strategies.

The position will involve overseeing internal and external communications, and co-ordinating specific projects and programmes as designated by the Directors and programme manager, such as external research partnerships, funding bids or outreach events. They will assist and coordinate fund-raising activities, and identify future opportunities. In sum, they will work collaboratively with the other members of the Sussex Neuroscience management team to support the effective implementation, delivery, and evolution of the programme.

The University of Sussex is committed to equality of opportunity and valuing diversity.

The School of Life Sciences is committed to equality and valuing diversity, and currently holds an Athena SWAN Silver Award. Applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in science and engineering at Sussex. This is a part-time role.

The University offers various schemes to provide real benefits to parents, these can be found at http://www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

Potential candidates are strongly encouraged to make informal contact with the directors before applying (Louise Serpell, l.c.serpell@sussex.ac.uk; Miguel Maravall, m.maravall@sussex.ac.uk; and Chris Bird, chris.bird@sussex.ac.uk).

Applications should be accompanied by a full CV, a statement of interests and aspirations (not more than 4 pages), and the names of three referees.

For full details and how to apply see www.sussex.ac.uk/jobs

2. **The School of Life Sciences**

The School of Life Sciences has a mission statement to understand the mechanisms that drive biological and chemical processes; to develop innovative and diverse approaches to enhance human health, technology and the environment. It undertakes research, teaching and engagement across a wide range of the Life Sciences, from Chemistry through a range of biological and medically-related areas to Conservation Biology. The breadth and depth of cutting-edge research and innovative teaching practice requires a diverse community who work across boundaries to deliver excellence. Multidisciplinarity is a key strength at Sussex, and the School of Life Sciences is part of two collaborative cross-School funded Strategic Research Programmes: Sussex Neuroscience (SN) and the Sussex Sustainability Research Programme (SSRP). Sussex Neuroscience brings together broad-ranging neuroscience approaches from the Schools of Life Sciences, Psychology, Engineering and Informatics, as well as the Brighton and Sussex Medical School.

Our School aims to develop scientists that are able to connect with global issues and develop innovative solutions to the challenges that face the planet. We therefore work to ensure that our research positively impacts our local community, the economy and society as a whole. We have and continue to develop relationships with business, policy and community partners ranging from local SMEs to large scale multinational organisations. Academics, researchers, and students at all levels are encouraged to engage with non-academic partners through activities such as technology and skills sharing, licencing IP, contract research or consultancy, working closely with colleagues in the Sussex Innovations and Business Partnership team.

The School is committed to the University's core values of kindness, integrity, inclusion, collaboration and courage. The Equality, Diversity and Inclusion Committee (with representation on the School Management Committee) promotes and encourages our values across the School, championing initiatives that meet the University's goals of being Equal, Diverse, Accessible and Flexible. We currently hold an Athena SWAN Silver Award and have a BAME Awarding Gap Committee who closely liaise with the University's Race Equality Charter committee. The School also hosts a wellbeing room and a multi-faith prayer room within its estate and the University supports the Trans Rights are Human Rights UK initiative. We believe that equality, diversity and inclusion is everyone's business and aim to provide a friendly and supportive environment for all who work, study and visit the School of Life Sciences.

3. JOB DESCRIPTION

Job Title: Sussex Neuroscience Assistant Programme Manager

Grade: 6 (up to 0.4 FTE)

School: Life Sciences

Location: **Life Sciences**

Responsible to: **Sussex Neuroscience Programme manager &** the Directors of Sussex Neuroscience

Key contacts: **Sussex Neuroscience members including** University academic staff (in particular the Sussex Neuroscience Steering Committee), doctoral students, post-doctoral staff, and appropriate School and University central administrative staff and members.

Purpose of the post:

This post plays an important supportive role, academically and administratively, in the operation of Sussex Neuroscience and is key to delivering its activities related to its status as University Centre of Excellence.

The post holder will have crucial roles in the day to day running of Sussex Neuroscience, including aspects of operational delivery, and supporting development of the strategic direction. They will oversee internal and external communications, and will liaise with the Sussex Neuroscience Directors and programme manager, members of Sussex Neuroscience, the Sussex Neuroscience Steering Committee, as well as School and University central administrative staff. They will co-ordinate specific projects and programmes as designated by the Directors and programme manager, will assist and coordinate aspects of projects and other fund-raising activities, and identify future opportunities.

The post holder will work collaboratively with the Directors and Programme Manager in order to develop the scope and purpose of Sussex Neuroscience, to advise upon the feasibility of developing specific research applications and bid support processes, and to oversee the effective implementation, delivery, and evolution of the programme.

Key responsibilities:

1. **Assistant Programme Management of Sussex Neuroscience**
   - Establish a good understanding of the goals and vision of Sussex Neuroscience.
   - With the Directors, programme manager, and where applicable other members of the Steering Committee, establish priorities for the Centre to co-ordinate and oversee effective delivery of programme activities.
   - Act as liaison between technical and academic staff across Units involved in Sussex Neuroscience on the development and delivery of discrete research projects.
   - Create and maintain a repository of information and tools for Sussex Neuroscience researchers to use when preparing external funding bids.

2. **Support to Fund-raising, Donor Reporting and Management of Financial Resources**
   - Assist in effective management of Sussex Neuroscience's core budget.

- Assist the Directors and Steering Committee in the preparation of budgets and proposals to secure funding for new projects and have oversight of a portfolio of Sussex Neuroscience affiliated externally funded projects.
- With the Finance Division and Programme manager, develop detailed budget forecasts for Sussex Neuroscience's core funding.
- Oversee the commissioning of funds through Visiting Fellow schemes.
- With the Directors and Programme manager, provide regular financial reports to the Steering Group.
- With the Directors, prepare narrative reports for donors of all externally funded projects.
- With the Finance Division, prepare regular financial reports for donors of all externally funded projects.
- Provide support to the Programme manager with administration of the Sussex Neuroscience 4 year PhD programme when required.

3. **Contribution to the Strategic Development of Sussex Neuroscience**
- Be a member of, and work with the Programme manager and Directors to set the agenda for, the Steering Group which has responsibility for the delivery of operational issues, internal management and direction, funded projects, and work patterns of all staff funded by Sussex Neuroscience.
- Work with the Programme manager, Directors and Steering Group to develop, discuss and refine the strategic trajectory of Sussex Neuroscience.
- Assist the Programme manager in working with Directors in supporting the Steering Group. Develop Terms of Reference for the Steering Group; draft annual and interim reports for the Steering Group and contribute to all elements of the Steering Group's administrative support (timetable, agenda, papers, minutes, action plans).

4. **Development of Strategic Partnerships and Reputational Risk Management**
- Work with the Directors, Programme manager and Steering Group to develop strategic partnerships with other universities and other research institutes to generate new knowledge and approaches to address grand challenges in Neuroscience.
- Support the Directors and Steering Group to establish a set of positive interactions and collaborations with key international agencies, government authorities, private sector representatives and civil society groups involved in activities that aim to foster more sustainable and socially just futures.
- Assist the Directors and Steering Group to establish a set of positive interactions and collaborations with a range of public funding agencies and private trusts and philanthropic bodies to support the work of Sussex Neuroscience and its partners.
- Work with the Directors and Programme manager to ensure that all essential financial, institutional and legal arrangements between Sussex Neuroscience and these prospective partners, counterparts and audiences are addressed appropriately to minimise any reputational risks to either the programme or to the University of Sussex to these engagements.
- In time, establish and institutionalise a framework of risk-mitigating measures for guiding Sussex Neuroscience's interactions with a variety of public and private actors to reach informed decisions relating to partnerships, ethics and reputation.

5. **Development and Initiation of a Communications Function**
   - Work with Alumni office and press office to develop communications programme and further establish the programme's identity and branding for external platforms.
   - Work with Sussex Neuroscience faculty to further develop internal and external communications strategies providing additional reputational profile towards building Sussex Neuroscience as a Centre of Excellence.
   - Work with Research and Enterprise and the Sussex Neuroscience management team to build and develop impact cases with members of Sussex Neuroscience faculty.
   - With the Sussex Neuroscience leadership team, develop a longer-term vision for Centre of Excellence communications and public positioning.

6. **Development and Oversight of the Effective Delivery and Ongoing Impact of Sussex Neuroscience Events**
   - Take a lead, working with the Steering Group, on delivering activities and events across the University campus, bringing together the range of Sussex Neuroscience members in an environment that encourages collaboration.
   - Co-ordinate, plan and deliver Sussex Neuroscience seminars, conferences and other events to engage stakeholders and support delivery of the programme's communication objectives.
   - Working with the contributors to Sussex Neuroscience events, support the process of translation of the initial outcomes of these events into tangible outputs.

7. **Monitoring, Evaluation and Reporting**
   - Support Programme manager to compile reporting and evaluation to key stakeholders (Steering group, etc.)
   - Help develop a suite of reporting tools to efficiently monitor progress against key performance indicators.
   - Support the programme manager and Directors to develop and operate relevant information systems to effectively capture, manage and report on all Sussex Neuroscience activity.
   - Assist with monitoring the effectiveness and efficiency of systems and propose and implement necessary enhancements.
   - Accurately report to specific audiences (including the University's Research & Knowledge Exchange Committee and Vice Chancellor's Executive Group) the outcome of activities in order to measure and disseminate the impact of Sussex Neuroscience, and facilitate learning between research projects within the University and beyond.
   - Make recommendations based on analysis of programme evaluation to the Sussex Neuroscience Directors and other members of the Steering Group.

8. **Team Working**
   - Work closely with the Directors of Sussex Neuroscience and Steering Group, supporting them with the delivery of the Sussex Neuroscience programme of activities.
   - Liaise closely with administrators/faculty in various Schools to ensure effective and co-ordinated approaches to Sussex Neuroscience funded and affiliated activities, and active and relevant engagement.

- Maintain close working relationships with key professional services teams (Finance, Press & Communications, Web, Marketing) to ensure the smooth implementation of Sussex Neuroscience.

9. **Professional Development / Other**
   - Keep abreast of relevant developments in the field of Neuroscience, through attendance at events and development of professional networks, and assess and report on their impact and relevance to Sussex Neuroscience planned programme of activities.
   - Represent the University and Sussex Neuroscience at relevant external events.
   - Regularly review a personal professional development plan, identifying key objectives and development needs.

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.

Person Specification

KNOWLEDGE

	Essential	Desirable
An understanding of current Neuroscience research and the research environment in the UK	X	
Educated to postgraduate level	X	

EXPERIENCE

	Essential	Desirable
Experience of drafting reports and management briefings	x	
Experience managing communications e.g. designing webpages, producing promotional materials, social media, broadcast media	x	
Experience of organising events	x	
Experience of committee management	x	
Experience of project management, preferably in a research environment		x
Working in a similar role in higher education or a research organisation		x
Experience with budget management		x
Experience with reputational risk management		x

SKILLS / ABILITIES

	Essential	Desirable
Excellent general researching skills	X	
Strong inter-personal and communication skills (verbal and written) and able to communicate confidently and effectively with a wide range of professional and academic staff and with external bodies.	x	
Good drafting skills including formal reports, presentations and processes.	x	
Attention to detail	x	
Numerate and comfortable working with figures	x	
Strong organisational and project management skills	x	
Self-motivator	x	
Ability to work effectively under pressure	x	
Ability to establish good working relationships and team worker	x	
Excellent ICT skills including Excel, Word, Email, the Internet and capacity to develop skills with specific project management tools.	x	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Thrives in a team environment but able to work independently where necessary and to accept individual responsibility	x	
Flexible (multi-tasking) and responsive	x	
Willingness to work flexible hours as necessary to meet deadlines		x