

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Groups & Awards Officer
<b>DIRECTORATE / DEPARTMENT:</b>	Science & Innovation
<b>JOB HOLDER:</b>	N/A
<b>REPORTS TO (JOB TITLE):</b>	Knowledge Exchange Manager

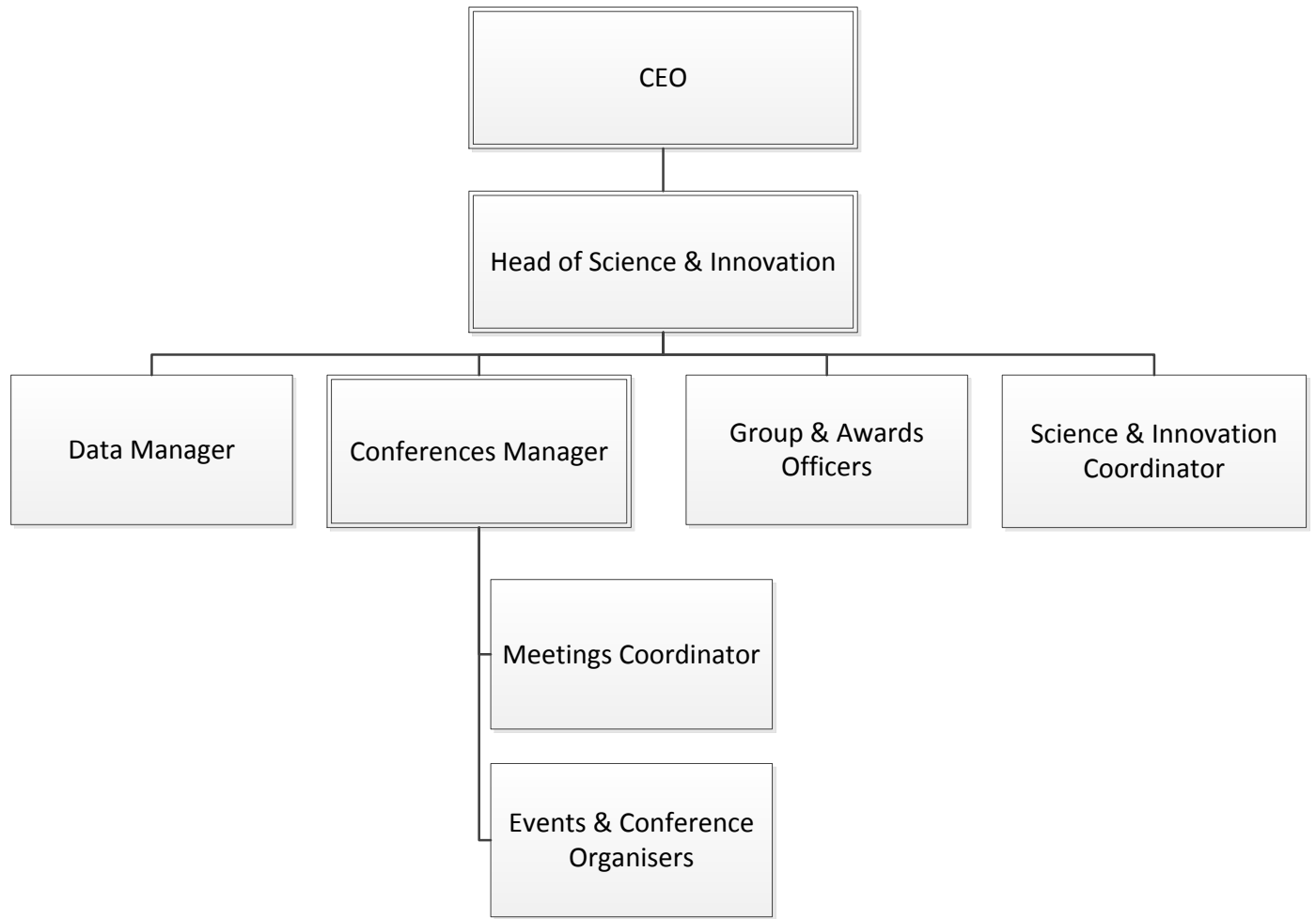
## **JOB PURPOSE**

*This is a summary, in a few sentences/bullet points, of the overall contribution this job makes to the Institute of Physics (IOP)*

This job enables the Institute's special interest Groups to flourish, ensures good governance of Group activities, advises trustees and senior managers on procedural and constitutional issues and administers the Institutes Awards.

## **ORGANISATIONAL STRUCTURE**

*An organisational chart showing where this job sits within the IOP.*



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## **CONTEXT**

*This briefly sets out the necessary background, including the directorate and/or department's purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation*

### **The department's purpose**

The Science & Innovation Department's purpose is to enable IOPs Member Groups to flourish and to build and deliver an exciting portfolio of programmes that support the UKs' Physics community as well as delivering significant societal and economic impact

The Science & Innovation Department covers a broad range of activities including:

1. Promoting physics-based science & innovation through IOP member networks, and by engaging with research councils, funding councils and other funding agencies.
2. Recognising and rewarding excellence in science & innovation
3. Encouraging and fostering collaboration across traditional boundaries.
4. Ensuring that Physics is recognised for the contribution it makes to the economy
5. Supporting large and small businesses to actively exploit and commercialise new and emerging physics-based research.

The Department is responsible for Groups, Conferences, Awards and Knowledge Exchange Programmes.

### **The job's context**

The job enables the Institute's special interest Groups to flourish, ensures good governance of Group activities, advises trustees and senior managers on procedural and constitutional issues and administers the Institutes Awards processes.

The post holder performs the following:

- Supports the Awards Committee, Honorary Fellows Committee, Group's Committee, GC Funding Sub - Committee and Group Officers Forum, for Trustees, Institute members and senior members of the physics community
- Advises the Senior Officers of the Institute on procedural and policy matters relating to business of the committees above
- Runs the Institute's Honorary Fellows programme, annual Awards process and, working with international physical societies, the bilateral awards process
- Administers the Undergraduate Bursary Scheme, Research Student Conference Fund and C R Barber Trust scheme; works with university staff, students and member review panels to ensure quality of applications, advises on procedure, collects data to ensure correct payment of awards, manages value of awards to ensure best use of budget.
- The role involves interdepartmental working with many areas of the Institute and consequently the post holder is often engaged with working groups to develop effective working practices across the Institute.

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### **TASKS & ACCOUNTABILITIES**

*A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.*

1	<p>To support Group activities, including:</p> <ul style="list-style-type: none"><li>• To advise group officers, members, Groups Committee and other staff on procedural and constitutional issues and ensure implementation of the groups constitution</li><li>• To monitor Group activities and prepare annual reports and assessments for the Groups Committee.</li><li>• To oversee financial procedures, preparing expenses forms, authorising payment requisitions and invoices, ensuring that spending is appropriate and meets Institute guidelines and policies and advising groups on preparing annual budget requests. Monitoring overall annual spending against all group budget lines.</li><li>• To manage the Research Student Conference Fund application and approve awards</li><li>• To support group committees with their activities, including promoting group events, and acting as a point of liaison for Groups and the Conference Office.</li><li>• To be responsible for ensuring timely delivery of group communications, both hard copy and electronic mailings, monitoring both the number and type of information provided to ensure it conforms to Institute policy and procedures</li><li>• To be responsible for updating and maintaining committee membership databases to ensure that constitutions rules on length of service can be correctly implemented and to provide up to date mailing information for other Institute departments.</li><li>• To assist group committees with election of new members and where necessary, create and manage electronic voting system.</li><li>• To oversee and administer group webpages working with and supporting group members to create the information they require and acting as a point of liaison for members and Institute staff to achieve this.</li></ul>
2	<p>Organises a number of Institute committees:</p> <ul style="list-style-type: none"><li>• Responsible for the scheduling of meetings, room bookings and catering, working with the senior staff member and Chair to set the agenda, writing and preparation of papers, reimbursement of expenses, producing minutes of meetings and ensuring all actions are followed up and completed</li><li>• Produces and presents briefing papers to the committee, including collation and analysis of relevant data to inform discussions,</li><li>• Provides advice and guidance to committee members on issues of procedure and policy</li><li>• Briefing Senior Officers, Chair and senior manager of meeting</li><li>• Ensure that the hard copy and electronic archive is maintained appropriately</li></ul>

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3	<p>To manage the Institute's Awards / Honorary Fellows Scheme, including:</p> <ul style="list-style-type: none"> <li>• Responsible for the annual Awards / Honorary Fellow assessment process, including the collation of nomination paperwork (approximately 100 applications per year), eligibility checking, approaching senior figures within the physics community to request referee statements (3 per nomination) and ensuring the confidentiality of the process at each stage.</li> <li>• Run the meetings of the Awards Committee, including collation of all nomination paperwork, issuing pre meeting assessment documents and preparing collated version of these for the meeting.</li> <li>• Manage marketing of the schemes by creating promotional material other documentation and contacting senior figures within the UK and international community as well as liaising with UK sister societies and international physical societies.</li> <li>• Responsible for ensuring that Institute policy and procedures are followed at all times and that decisions are accurately recorded</li> <li>• Liaise with external partners for the production of Medals, including commissioning of new medals when required,</li> <li>• Co-ordinate production of citations, certificates and cheques and work with relevant intercompany departments to achieve these within a specified timeframe</li> <li>• Support the preparation of press information and the Awards Dinner booklet</li> <li>• Responsible for ensuring all Award winners are contacted by President of the Institute, drafting letters on their behalf and ensuring the collection of personal information from each winner, both to be used as press information and for archive purposes</li> <li>• Produce material for relevant web pages to market the programmes, provide practical information and to update this at each stage of the process</li> <li>• To work with Conference team to organise the annual Newton Lecture, liaising with the medal winner to set the title and format for the event and looking after their well-being whilst a guest of the Institute.</li> <li>• To regularly review the Awards process and when requested by Trustees, to oversee formal reviews by undertaking research and creating papers to inform discussion.</li> </ul>
4	<p>To manage the Undergraduate Bursary Scheme/ C R Barber Trust scheme including:</p> <ul style="list-style-type: none"> <li>• Responsibility for the efficient running of the scheme, monitoring and evaluating procedures to improve effectiveness</li> <li>• Advises university staff, students application procedures and eligibility</li> <li>• Scrutinise all applications to ensure they meet the necessary criteria and calculate the bursary due to each student</li> <li>• produce payment schedules for the Finance department, including collecting of payee details and ensuring their accuracy and the confidentiality of information, calculating the value of each award, maintaining accrual records for students in receipt of 'multi-year'</li> </ul>

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bursaries

- produce information for all relevant websites to highlight the benefits of the scheme as well practical information for applicants.

### **SCOPE OF DECISION MAKING / CHALLENGES**

*A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.*

Responsible for the smooth running of a number of high profile Institute activities e.g. the Awards process, which requires a high attention to detail, the need to prioritise a diverse workload and to engage with external stakeholders at all levels of seniority.

The role involves a significant level of contact with Institute Members which requires a high level of diplomacy and tact in order to be able to maintain a good relationship while ensuring that Institute policies and procedures are appropriately followed.

### **DIMENSIONS**

*A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*

- *People management – number of direct line reports, function managed, who the post holder reports to*
- *Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable*
- *Other relevant statistics – projects managed*
- The Science Support Officer has no direct line reports but does have administrative support from the Science & Innovation Coordinator
- May authorise expenditure within budget up to £5K on a number of higher education and group budget lines
- Responsible for scrutinising and agreeing travel expenses and group spending

### **KNOWLEDGE, SKILLS & EXPERIENCE**

*The below are the skills, qualifications, membership requirements and experiences that are **necessary** for full and effective performance of this role unless otherwise stated*

#### **Skills**

- Team player – the ability to work co-operatively with others to achieve common goals
- Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives
- Dependable – able to complete tasks to high standard and to deadline
- Organisational skills - ability to work with minimum supervision, prioritise workload, and handle multiple tasks

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- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Communication skills – ability to express information clearly and effectively in written and oral form
- Influencing skills – ability to help shape discussions and manage upwards
- Computer literate - good working knowledge of Microsoft Office

### **Qualifications / Membership requirements**

Degree level calibre education – preferable

### **Experience**

- Experience of committee administration including writing papers and an awareness of governance issues and procedures
- Developing innovative procedures to refine and improve processes
- Advising stakeholders at varying levels of seniority both orally and in writing in an authoritative and persuasive style
- Previous experience working in an office environment
- Previous experience in a customer focused environment
- Computer literate with MS Office experience including, Word, Excel and email, database management and website content management
- Flexibility to deal with a wide range of enquiries and ability to prioritise

### **COMPETENCIES**

*The behaviours that must be demonstrated in the job*

- Drive for results – Can be counted on to meet or exceed goals successfully
- Managing and measuring work – Takes responsibility for tasks and decisions
- Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners
- Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment
- Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly

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