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| **JOB TITLE:** | Programme Manager (Groups, Awards & Business) |
| **DEPARTMENT:** | Science & Innovation |
| **JOB HOLDER:** | N/A |
| **REPORTS TO (JOB TITLE):** | Head, Science and Innovation |
| **JOB PURPOSE**  *Summary, in one or two sentences, of the unique contribution this job makes to the organisation’s purpose*  The programme manager (G&A) is responsible, on behalf of the Head of Science and Innovation, for ensuring successful delivery of a portfolio of programmes as well as enabling new ways of working through development of enhanced business processes, data management systems and team working. | |
| **ORGANISATIONAL STRUCTURE**  *Attach an organisational chart showing where this job sits and the jobs immediately around it* | |
| **CONTEXT**  *This briefly sets out the necessary background, including the 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**  In Science and Innovation, we aim to:   * Deliver value to our membership and physics community. * Recognise and reward excellence in science & innovation in academia and industry. * Promote physics-based science & innovation through IOP member networks, events and content. * Encourage and foster collaboration across traditional boundaries. * Support physicists, particularly those in early career. * Ensure that Physics is recognised for the contribution it makes to the economy. * Support large, medium and small businesses to actively exploit and commercialise new and emerging physics-based research.   We do this through the following portfolio of programmes:   * Awards: 44 science and innovation major awards. * Groups: 50 Special Interest Groups (member-led networks running conferences, events, prizes, and newsletters). * Events: Over 50 Group conferences and events. * Bursaries: 3 travel bursaries schemes for early career researchers. * Data insights: Physics2020 includes dashboard with suite of visualisations. * Knowledge exchange: Open Innovation – physics solving industry challenges.   **The job’s context**  The programme manager (G&A) is responsible for delivering a number of the programmes that deliver value to our membership and physics community. The role also includes enabling new ways of working through development of enhanced business processes, data management systems and team working.  The role involves handling multiple budgets, line management of staff and management of operational inter-dependencies across the department as well as working with other departments and external partner organisations and stakeholders. | |
| **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* | |
| **Groups:**   * Ensure successful delivery of 50 Groups managing governance, committees, budgets, member participation and digital presence as well as progressing potential new groups | |
| **Business Innovation & Growth Group:**   * Build delivery schedule for Business Innovation and Growth Group (network to support entrepreneurs and physicists/innovators in small, medium and large businesses), running workshops and events across nations and regions * Run sector-focussed open innovation programmes to address industry challenges | |
| **Awards:**   * Deliver the IOP’s prestigious Awards programme (science awards, honorary fellows, Philips award), including coordination across other departments and marketing to stakeholders * Increase engagement and impact of Business awards, ensuring high value to winners | |
| **General:**   * Secure sponsorship of programmes (in kind and cash) * Identify and manage partnerships to add value to programmes, adding delivery capacity and expanding market reach * Drive gender, regional, institutional and business inclusivity across programmes * Monitor, evaluate and report impact of programmes. * Carry out business development activities to identify new areas where the Institute can add value and impact in science and innovation * Lead business innovation and entrepreneurial workshops to support entrepreneurial physicists and start-up businesses. * Manage relationships with senior level stakeholders including the Institute’s members, it’s Science & Innovation and Groups Committee members, as well as political, academic and industrial contacts * Maintain awareness of the science and innovation political and funding landscape. | |
| **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*   * Developing and maintaining member led programmes * Creating and maintaining partnerships with key stakeholders in Science & Innovation and developing long and lasting, mutually beneficial relationships with current and future IOP award winning businesses * Generating income for Science & Innovation services | |
| **DIMENSIONS**  *A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*   * Line manage two Groups and Awards Officers * Financial delegation £5,000 * Managing programme budgets of the order of £250k * Income generation in year one of c. £100k | |
| **KNOWLEDGE, SKILLS & EXPERIENCE**  *The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance*  **Skills**   * Team player – the ability to work co-operatively with others to achieve common goals * Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties * Influencing skills - the ability to bring others to your way of thinking diplomatically * Leadership – the capability to promote and generate co-operation so to achieve collective outcomes; fosters the development of a common vision * Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives * Analytical skills – to be able to analyse and solve problem quickly and efficiently * 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 * 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 * Computer literate - good working knowledge of Microsoft Office * Project Management skills   **Qualifications / Membership requirements**   * Project Management qualification or equivalent experience * STEM or relevant degree **- desirable**   **Experiences**   * Track record of delivering high impact programmes focussed on e.g., knowledge transfer, technology commercialisation, innovation, business support * Track record in delivering and developing services to members e.g., events, workshops, reports, digital content * Strong network of connections across physics-based industry and academia * Evidence of building effective teams to ensure high customer ratings * Experience of generating income * Experience of communicating to senior levels (government, industry and academia) in a confident and coherent manner * Proven ability to develop metrics and evaluate impact of programmes * Delivered ‘sand-pit’ style workshops to stimulate pre-competitive research collaborations **- desirable** | |
| **COMPETENCIES**  *The behaviours that must be demonstrated in the job*   * Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners * Drive for results – Can be counted on to meet or exceed goals successfully * Can do attitude * Managing and measuring work – Takes responsibility for tasks and decisions * 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 and interpersonal behavior quickly   Flexibility – Able to respond effectively as circumstances change. | |