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| **JOB TITLE:** | Programme Manager (Data Insights and Knowledge Exchange) |
| **DEPARTMENT:** | Science & Innovation |
| **JOB HOLDER:** |  |
| **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 (DK) is responsible, on behalf of the Head of Science and Innovation, for creating and delivering exciting, high impact data insights services and knowledge exchange programmes to service the needs of the physics community across academia and industry, and which play into major UK and Irish policy themes. | |
| **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 * Events: Over 100 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 (DK) is responsible, on behalf of the Head of Science and Innovation, for creating and delivering exciting, high impact data insights services and knowledge exchange programmes to benefit the physics community across academia and industry, and which play into the major policy themes.  The role will provide expert knowledge of the science and innovation landscape in the UK and Ireland, and will manage relationships with senior stakeholders in academia and business.  The role will be responsible for embedding Physics2020 – a digital data insights programme - as a core capability servicing the needs of the IOP and its members. This role will manage cross-organisational working to create a roadmap for development, with user journeys and exploitation routes and will oversee a team with data warehouse, analytical and visualisation skills.  The role will also create and deliver knowledge exchange programmes to address economic and societal challenges. It will involve building collaborations across traditional boundaries, be that across disciplines or industry-academia. It will also involve developing partnerships, funding and sponsorship to build capacity and to ensure impact.    The role involves 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. The role will involve enabling new ways of working through development of enhanced business processes, data management systems and team working. | |
| **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*   * Embed data insights capability within the Institute, which will involve working with internal and external key decision makers and implementation teams * Develop new data insight services, along with associated community engagements * Develop innovative knowledge exchange programmes with associated publications and digital content * Secure funding and partnerships to build capacity and deliver impact. | |
| **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*   * Foster cross-organisational working to embed Physics2020 to build common vision and optimise impact of data insights work to support both organisational and community priorities * Prioritise budget and resource against multiple competing priorities within and between Physics2020 and Knowledge Exchange programmes * Manage relationships with a diverse range of influential stakeholders. | |
| **DIMENSIONS**  *A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*   * Line manage team of two staff * Financial delegation £10,000 * Managing programme budgets of the order of £250k | |
| **KNOWLEDGE, SKILLS & EXPERIENCE**  *The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance*  **Skills**   * Partnership and stakeholder management * Communication - ability to express information clearly and effectively in written and oral form * Interpersonal – ability to positively communicate with others; the confidence to listen and understand * Computing - Proficient in MS Office (Excel, Projects, Word etc.) as well as familiarity with various project management software packages * Team player – the ability to work co-operatively with others to achieve common goals * Negotiation – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties * Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives * Organisational - ability to work with minimum supervision, prioritise workload, and handle multiple tasks   **Qualifications / Membership requirements**   * Project management qualification or equivalent experience - essential * STEM or relevant degree - desirable   **Experiences**   * Knowledge of working at the interface of policy, academia and industry - essential * Strong understanding of the HEI STEM sector and relationships with influential stakeholders - essential * Track record in delivering high impact data insights and/or knowledge exchange programmes - essential * Experience of writing reports, articles and content to inform and engage customers - essential * Evidence of securing income and building partnership to ensure impact * Understanding of data science technologies and tools * Evidence of implementing transformational programmes that involve managing diverse range of senior stakeholders and decision makers * Skill in managing multi-disciplinary and virtual teams | |
| **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 | |