Job Description

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<th>Job title</th>
<th>Programme Manager [Business, Groups and Awards]</th>
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<td>Department</td>
<td>Science and Innovation Department</td>
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<td>Team (if applicable)</td>
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<td>Responsible to</td>
<td>Head of Science and Innovation</td>
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<td>Revision Date</td>
<td>June 2020</td>
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Purpose of the job

This is an exciting new opportunity for someone to play a key role in delivering the ambition of our strategy to ensure that the UK and Ireland are able to realise the full societal and economic benefits of the new industrial era.

This role will be involved in multiple strategic projects such as building R&D roadmaps for private and public sector investment and carrying out innovation survey to inform policy. A key project will include creating a national network of innovation centres and facilities to strengthen support and make representations to Government.

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.

This role is ideally suited to someone that is passionate about driving change to positively impact the economy and society.

Context of the job

The department’s purpose

The Science and Innovation team work on business operations and strategic programmes. We aim to:

- Deliver value to our membership and physics community.
- Carry out consultations, horizon scanning and road mapping to inform and influence.
- Manage senior stakeholder relationships in Universities, Business, Government and Funders.
- Build a physics R&D community through IOP member networks, awards, events and content.
- Foster collaboration across traditional boundaries – interdisciplinary, academia-industry.
- Ensure that Physics is recognised for the contribution it makes to the economy.
- Support R&D intensive businesses to innovate and grow.

The job’s context

The successful candidate will play an important role delivering organisational business operations as well as projects in the Productivity programme, and will work collaboratively with colleagues in our Membership, Policy and International departments.
Key decision-making in the job
A summary of the key main decisions/challenges the post holder may face in carrying out this job.

- Taking accountability for managing projects within the productivity programme, strengthening our offer and value to business and physicists in business.
- Managing the delivery of activity working collaboratively with Science and Innovation team as well as cross-organisational teams to effect change and positive impact of our work.
- Leading the development and maintenance of a range of relationships that are critical to the success of the programme, including partners, sponsors, investors, mentors and key members.

Accountability of the job

- Manage 3 direct line reports
- Produce and deliver annual plans and budgets totalling £300,000
- Authorise invoices up to a value of £5,000

Organisational chart

The Institute of Physics is an open and inclusive organisation that welcomes and celebrates diversity.

Main responsibilities of the role

- Carry out ongoing, systematic innovation surveys to understand the private sector R&D landscape.
- Create a national network of Innovation Centres, Accelerators and Facilities to support R&D intensive businesses and develop collective positions in order to make representations to Government and Funding bodies.
- Facilitate horizon scanning and build R&D roadmaps for private and public sector investment to drive physics-based business innovation.
- Keep a watching brief and share insights in the evolving national, regional and City R&D and innovation policy and funding landscape.
- Work on international and policy related matters to support our Business community.
- Expand the Business Innovation and Growth Group – special interest group for members – to
consult on R&D policy matters, share insights and connect to the knowledge base.

- Showcase and celebrate high growth and innovative SMEs and Corporates through an expanding portfolio of Business Awards with associated high profile events that engage senior stakeholders and Government.
- Provide affordable workspace service, business briefings and business support for entrepreneurs and Start-ups.
- Oversee activities and member engagement in the IOP’s Business Innovation and Growth Group [special interest group].
- Provide management oversight to ensure the team’s successful delivery of over 50 Groups including governance, committees, budgets, member participation and digital presence as well as progressing potential new groups.
- Oversee the IOP’s prestigious Awards programme (science awards, honorary fellows, Philips award), including coordination across other departments and excellent stakeholder engagement.

Person Specification

We are looking for someone who...

- Has a drive for results, who can be counted on to meet or exceed goals successfully
- Can manage and measure work effectively, taking responsibility for tasks and decisions
- Is customer focussed and dedicated to meeting the expectations and requirements of internal and external customers / partners
- Has great functional/technical knowledge and skills to do the job at a high level of accomplishment
- Is committed to their personal learning, picking up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly

Experience this person should have is...

- Knowledge of science and innovation policy and funding landscapes in UK and Ireland.
- Working with entrepreneurs, R&D intensive start-ups and high tech SMEs.
- Carrying out consultations and generate positioning papers to inform decision making, policy formation and service delivery.
- Facilitating workshops and discussions to draw out community views and thought leadership.
- Report writing and writing blogs to share insights.
- Running business incubation, innovation programmes and/or knowledge transfer networks.
- Managing stakeholder relationships, including business support organisations and investors.

Skills this person requires are...

- 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 - 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.
- **Organisational skills** - ability to work with minimum supervision, prioritise workload, and multi-task.

**COMPETENCIES**

- **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

**Qualifications required are...**

- STEM or relevant degree