

Job Description

Job title	Project Officer Physics Workforce	Grade	C
Department	Education and Workforce		
Team	Workforce		
Responsible to	Manager, Physics Workforce		
Revision Date	June 2025		

Organisation Context

The Institute of Physics (IOP) is the national society for the discipline of physics in the UK and Ireland. As well as being a learned society, we are also the professional body for members based in the UK, Ireland, and overseas.

We are a professional, modern, and ambitious organisation seeking to unlock the potential of physics and physicists nationally and internationally. Our purpose is to promote the advancement and dissemination of knowledge and learning in pure and applied physics for the benefit of all. We do this by building a thriving and diverse physics workforce, raising standards, supporting careers, and addressing barriers.

We demonstrate the importance, relevance, and impact of physics in everyday life and the role it plays in addressing society's major societal, economic, and environmental challenges. We influence change, actively engage in public and government dialogue, improving the quality of debate, informing policy, and influencing funding strategies. Above all, we are pioneering. We foster a sense of community amongst employees, members, volunteers, and people with an interest in physics, providing a platform and a voice for ideas to be heard and creating an environment which enables game-changing innovation.

Our organisational values are at the heart of IOP and provide the foundations to empower us all to lead cultural change, deliver high performance across the organisation, and enable us to promote advancements and learning in pure and applied physics for the benefit of all.

Our 2024–2029 strategy, titled "Physics for our Future," focuses on three key priorities: addressing the skills shortage and expanding opportunities in physics education; strengthening physics across science, research, innovation, and technology; and exploring and communicating the social and economic benefits of physics to ensure they are widely understood. The strategy emphasises collaboration within the physics community, inclusivity, and diversity, aiming to make physics accessible and welcoming to all. It also highlights the central role of IOP Publishing in supporting the organisation's mission, with profits directed towards public benefit and scientific advancement.

Purpose of the role and accountabilities

The purpose of the Education and Workforce Department within IOP is to work towards equity of access to a high-quality physics education for all, across every stage of the education pipeline. In turn, unlocking opportunity for all, and helping ensure physics powered sectors have access to the diverse skills and talents they need to thrive.

This work is central to the IOP's strategy, the objective of our Skills priority is "tackling the skills shortage and opening up opportunity", Essentially, a diverse pool of skilled people is vital to fully realising the benefits of physics for society and the economy in the UK and Ireland – people changing the world in a range of roles from Quantum Architects to Nuclear Technicians.

In addition to functionally reporting to the Skills Strategic Impact Board, the Workforce team will also play an active and engaged role on education and workforce issues in science and business via contributing to the Science Strategic Impact Board, and in other boards such as Society and Membership as and when necessary.

Within the Education and Workforce department, the Education area is focused on addressing the teacher shortage, improving quality of teaching, and building and cultivating and education community. Workforce is focused on the skills needs of physics powered sectors, building partnerships to deliver impact, establishing and recognising technical excellence.

This role reports to the Manager, Physics Workforce and has a core purpose of supporting and shaping activities that develop a strong and robust evidence base through research to:

- Identify the skills needs of physics powered sectors and championing new ways to meet them.
- Highlight the often-hidden contribution of physics skills to our economy.

The research will be bolstered and tested by development of audience specific insights and intelligence via engagement with the IOP membership and a wide range of external stakeholders at the National and Regional level.

Key decision-making

- Guaranteeing a high level of customer satisfaction and effective stakeholder management – involves a high level of contact with members and stakeholders in the third sector, business and academia

- Identifying opportunities to positively develop and refine workflows, processes and systems
- Support ensuring targets are on track and reporting is timely and work with the wider team to mitigate and overcome any shortfalls

Key accountabilities

- Project Management: supporting the management of projects including coordinating the administrative activity of a portfolio of projects; flagging connections across projects and activities to maximise impact; ensuring Teams channels are well managed and key information is captured, indexed and tagged
- Support activities that contribute to building a strong and robust evidence base including in person and online events: collection, collation and analysis of data, surveys, stakeholder engagement, development of presentations, other communication assets and reports
- Stakeholder mapping and management: including exemplary use of Salesforce CRM and excellent communication in engagement with stakeholders
- Financial data: budgetary monitoring of multiple project streams and subsequent outputs and assets: may authorise expenditure up to £1K
- Level of responsibility and risk: IOP reputational risk is medium: potential to work directly with the Vice President for Education and Skills and VP Business for specific project outputs and direct engagement with external stakeholders and partners, often at a senior level
- Internal cohesion: contributing to a joined-up approach to Awards, business engagement, HE, partnership and fundraising activities across IOP
- Key role in the implementation and delivery of research, data projects and outputs that build the knowledge and evidence base
- Working collaboratively with line manager and internal teams to support cross IOP initiatives such as Limit Less

Ways of working

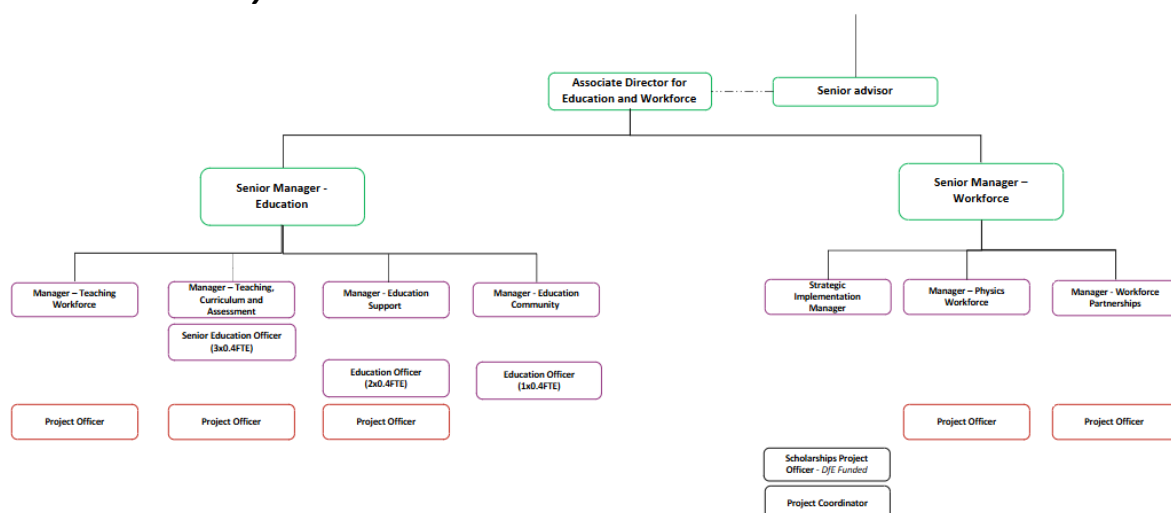
The Project Officer, Physics Workforce will demonstrate collaborative, evidence-led, and impactful ways of working to achieve organisational objectives by:

- Building and maintaining effective working relationships with counterparts across departments, encouraging knowledge sharing, alignment, and mutual support

- Working collaboratively with key colleagues within cross-cutting teams to support appropriate involvement in the Workforce team's work: this includes Policy and Public Affairs, Communications and Marketing, EDI, Public Engagement and Membership
- Working collaboratively with Membership supporting coordination of a joined-up approach to delivering Membership-led activities which contribute to Skills outcomes, for example, member CPD, short courses, apprentice and technician insights/research
- Maintaining knowledge of emerging education and workforce-related policy trends
- Maintaining open and transparent communication with the Manager Physics Workforce and within the Education and Workforce Senior Management Team, with wider organisational colleagues, and with external stakeholders, balancing virtual and in-person interactions effectively
- Champion the coordination of alignment of all activities to deliver measurable outcomes, such as increased stakeholder engagement, improved reputation, and tangible progress on strategic goals
- Exemplify IOP's values - objectivity, inclusivity, excellence, and openness - in all interactions and deliverables

Organisational chart

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



Main responsibilities of the role

Data collation and stakeholder intelligence

To support the Manager, Physics Workforce to embed a cohesive approach to development of research projects and outputs, including:

- Undertaking stakeholder analysis to map out organisations, members and target business contacts

	<p>to engage in Workforce programmes and research projects</p> <ul style="list-style-type: none"> • Working with the Data Insights team, collate, analyse and present data to support the need to build a comprehensive picture of the physics skills system • Developing operational relationships with key partners in the HE, education, skills and business sectors, to drive engagement in projects and capture intelligence • Updating and maintaining all member and stakeholder details in Salesforce CRM to drive effective management of data, visual dashboards and relationship intel.
Project management	<p>To support the Manager, Physics Workforce to manage a portfolio of activities and projects, including:</p> <ul style="list-style-type: none"> • To support project management and administration of tenders, consultancy contracts and research activities from inception to evaluation and conclusion • Undertake desk-based research to support project development and delivery • Identify, assess and control risks, escalating to line or senior management where appropriate in a timely fashion. • Maintain a log of risks, complaints and irregularities for resolution and optimisation of operational performance and stakeholder experience.
Events and communications	<p>To support the Manager, Physics Workforce in the delivery of events and communications, including:</p> <ul style="list-style-type: none"> • Play a critical role in the execution of research launch campaigns and events; development of case studies and digital and print collateral to drive thought leadership ensuring message and brand consistency. • Lead the coordination and administration of all aspects of meeting, event and workshop delivery to engage the membership and external stakeholders

EDI	<ul style="list-style-type: none"> To follow and promote best practice in diversity and inclusion across all aspects of work
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Person Specification

We are looking for someone who...
<p>Creativity and thought leadership: Is adept at supporting research, data analysis and gathering stakeholder insight/intelligence; supports the use of varied research methodologies and creative presentation techniques to ultimately engage audiences in our strategic mission.</p> <p>Communication: Can help to bring data and evidence to life for specialist and non-specialist audiences using different methods and approaches; has excellent presentation and writing skills; can implement communications that encourages engagement from members, stakeholders and potential funders in our programmes and projects</p> <p>Priority setting: Has a drive for results and can be counted on to manage involvement in multiple projects, meeting or exceeding goals; understands and uses time well to focus on what's important; understands what will help or hinder progress and works collaboratively to eliminate roadblocks and maintain focus.</p> <p>Planning: Effectively scopes out length and difficulty of tasks and projects; implements project plans, milestones and goals; anticipates problems and roadblocks; evaluates and measures performance that subsequently adds to the team knowledge base and a cycle of continuous improvement.</p> <p>Assumes Responsibility: Willingly assumes responsibility for individual and collective undertakings. Understands the importance of accountability, scrutiny and reporting to good governance and operational effectiveness. Takes responsibility for the identification, assessment and appropriate escalation of risks and threats to the IOP, its programmes and projects.</p> <p>Managing and Measuring Work: Takes responsibility for tasks and decisions appropriate to the level of the role; feeds progress and results back to line manager and ensures feedback is used to inform future work. Understands and shares responsibility and accountability to perform and complete work on time and within budget. Is committed to their personal learning, picking up the need to change personal and interpersonal behaviour quickly</p> <p>Motivating Others: Contributes to a team and organisational climate for success; empowers other counterparts by inviting input and sharing ownership appropriate to the level of the role; values individual contributions and plays a part in creating a positive team environment by communicating openly and clearly.</p>

Experience this person should have is...

Role specific experience

- Understanding or experience of working in an education or skills policy or strategy coordination capacity - ideally STEM related (or willing to gain an understanding quickly)
- Knowledge and ability to apply research, data analysis, data manipulation and data presentation techniques
- Supporting the development of research-based assets that drive policy or strategy delivery.
- Writing and maintaining accurate and narrative based documentation

General criteria:

- Expertise in building and maintaining relationships with internal and external stakeholders to drive organisational success
- Skilled in the administration and project management of multiple projects and ensuring quality assurance through evaluation, reporting and monitoring processes and documentation
- Co-ordination of project budgets, liaising with project and finance leads
- Familiarity with cross-functional collaboration to drive project outcomes, fostering alignment across diverse teams and disciplines

Skills this person requires are...

- Team player – the ability to work co-operatively with others to achieve common goals
- Proactive – to think ahead and act to ensure the smooth and timely 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
- Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand
- Computer literate – good working knowledge of Microsoft Office applications, CRM and other communication systems
- Communication – High level written and verbal communication skills. Ability to communicate clearly and effectively with members, colleagues and external stakeholders
- Flexibility – the ability to amend work and project plans whilst responding to changing circumstances
- Relationship management - people skills, tact and diplomacy to manage relationships with stakeholders including members who volunteer their time and expertise

Qualifications this person requires are...
<ul style="list-style-type: none">• GCSE English and Mathematics at Grade C or above, or equivalent (essential)• Recognised administrative and/or project management qualification, e.g. City & Guilds, Pitman, APM etc. (desirable)