Job Description

Job title	Officer, Science	Grade	C
Department	Science, Business and Data Insights		
Responsible to	Manager, Science		
Revision Date	October 2025		

Purpose of the job

IOP's strategy, Physics for our Future, sets out our purpose to make a meaningful difference for physics, for the economy and for society. This officer role will be responsible for member and community engagement in our science and business programmes.

The Officer, Science role plays a pivotal role in identifying, engaging and curating relationships with the physics research community in HEIs and universities, national science and technology facilities, independent research and innovation organisations.

The successful candidate will administer the IOP's Medals and Prizes, that celebrate the people, organisations and achievements that make physics such an exciting discipline and will support the delivery of impact projects by engaging with our membership and wider physics community.

The role will suit a professional who is results driven and thrives on developing and managing positive relationships with members, physics researchers, and stakeholders in our community. This exciting role suits someone who is innovative and collaborative, as the work also involves teamwork with colleagues in the department and as across the IOP.

Context of the job

About the department

The IOP Science, Business and Data Insights department provides domain leadership to ensure the health of physics and its application. Our focus includes:

- Curating strategic relationships with academia, businesses, funding bodies, research facilities and government

- Convening high-level discussions on matters important to the physics community

- Driving a portfolio of projects to influence and positively impact science and business strategies and investment in R&D, infrastructure, skills and business innovation

- Recognising and celebrating science and innovation excellence through the IOP Awards [Medals and Prizes, Business]

- Monitoring the health of physics and providing data analysis and evidence that underpins programs across strategic themes of science, skills, society, membership and inclusion.

About the job

This role requires someone who is passionate about strengthening physics in science, innovation and technology with strong administration skills and experience in developing and managing relationships with members and scientific communities. The role holder is responsible for:

1. Identifying and developing relationships with members, physics researchers and the wider physics community, engaging them in our science and business programmes.
2. Administering the annual Medals and Prizes awards cycle through the IOP's Awards Platform, including managing and optimising end-to-end processes.
3. Ensuring governance of the Awards Committee.
4. Leading community engagement for Medals & Prizes, working with Communications and Marketing team to deliver nomination and EDI targets.
5. Developing positive relationships with award winners, bringing them into IOP membership and identifying opportunities to engage them in wider science and business programmes.
6. Updating and maintaining relevant member and community details in Salesforce CRM to better manage relationships and engagement with the work of the IOP.
7. Supporting the delivery of impact projects through member and community engagement.
8. Identifying, assessing and controlling risks, and escalate to senior management where appropriate in a timely fashion.
9. Regularly review processes and procedures to optimise and improve operational performance and overall member and audience experience.
10. Support the Managers to plan and deliver activities within our science and business programmes.

Key decision-making in the job

- Managing workload and competing priorities - responsible for engaging members and wider community in science and innovation programmes, with demanding annual timetables and work that requires high attention to detail and governance compliance and includes responding promptly to enquiries and requests from members and stakeholders at all levels of seniority.

- Guaranteeing a high level of customer satisfaction and effective stakeholder management - involving a significant level of contact with members and stakeholders in academia, requiring timely and accurate responses, as well as a high level of tact in order to maintain good relationships whilst ensuring that IOP policies and procedures are appropriately followed.

- Ensuring governance compliance – the role is accountable for ensuring compliance with procedures and policies that are approved by Council or relevant governance committees.

- Managing budgets, providing financial scrutiny and supporting budget forecasting - responsible for authorising payment requisitions and invoices, ensuring that spending is appropriate and meets IOP guidelines and reports on annual budgets and activity.

Accountability of the job

- Project and programme management
  - managing a portfolio of multiple projects and ongoing programmes of work.
  - optimising and continuous improvement of annual awards cycle, including maintaining issues log and risk register.
  - making connections across to the projects to maximise impact.
- People management
  - coordinating work delivered by other teams as part of the projects they manage.
  - managing partners to deliver activities and projects.
  - no direct staff line reports.
- Annualised financial data
  - may authorise expenditure budget up to £1k.
- Level of responsibility or risk managed by this role
  - managing reputational and financial risks including working with senior stakeholders and for many members, this role is their key point of contact with the IOP.
  - reputational risks are particularly high in the awards programme as scrutinised by elements of our community and includes directly working with and supporting the President, President-elect and Vice-presidents who chair our awards committees and panels.
- Other relevant statistics
  - this role supports the delivery of a portfolio of projects including impact projects that influence change. Maintaining effective and positive relationships with 100s of contacts (e.g., IOP trustees, fellows, members as well as stakeholders, partners and sponsors is an important aspect of this role, and critically important to the IOP's reputation).
  - organising high profile events and workshops – which are likely to involve members of the Executive Team and Council Trustees. Engagement in these events is critical to member engagement and our high-level influencing agenda.

Main responsibilities of the role

1	Proactively identify and develop relationships with members, physics researchers and the wider physics community to engage them in our science and business programmes. For example, developing relationships with Group Committee members, horizon scanning to identify leading researchers in the UK and Ireland, identifying and attending relevant member-led events and Group Committee meetings.
2	Administer the annual Medals and Prizes awards cycle through the IOP's Awards Platform, including managing and optimising end-to-end processes.
3	Ensure governance of the Awards Committee, including terms of reference, committee membership, briefings and guidance, papers for Nominations Committee and Council and supporting Awards Committee members.

4	Lead community engagement for Medals & Prizes, working with Communications and Marketing team to deliver nomination and EDI targets.
5	Develop positive relationships with award winners, bringing them into IOP membership and identifying opportunities to engage them in wider science and business programmes.
6	Update and maintain relevant member and community details in Salesforce CRM to better manage relationships and engagement with the work of the IOP.
7	Support the delivery of impact projects through member and community engagement. For example, set up and manage surveys, develop email campaigns and support the delivery of workshops, meetings and events (online and in-[person) to gather community insights, share findings and reports and showcase the importance of physics science and business to the key stakeholders.
8	Identify, assess and control risks, and escalate to senior management where appropriate in a timely fashion. Maintain a log of risks, complaints and irregularities for resolution.
9	Regularly review processes and procedures to optimise and improve operational performance and overall member and audience experience.
10	Support the Managers to plan and deliver activities within our science and business programmes.

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.

Skills this person requires are…

- 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.
- 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.
- 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 and ability to learn new software quickly including Salesforce and Awards Force