

Job Description

Job title	Officer, Science	Grade	C
Department	Science and Innovation		
Responsible to	Science and Innovation Manager		
Revision Date	April 2025		
Purpose of the job			
<p>This officer role is responsible for member and community engagement in our science and innovation programmes, as well as our impact projects to influence government, funders and stakeholders on matters that are important to the physics community in academia and industry.</p> <p>The role will:</p> <ul style="list-style-type: none">• foster a professional and welcoming environment that facilitates high satisfaction with members and community, optimising IOP brand value and member experience with their professional body and learned society.• manage our Medals & Prizes and key stakeholders in academia, universities, national research facilities and independent research organisations. This role also may also support the management of our IOP Accelerator and Business Programme, and bring in physics demonstrators to display in our offices.• play a critical role in our physics programme that will annually deliver up to four strategic impact projects to shape the debate on matters of importance to the physics community in academia and business across the UK and Ireland in order to influence and drive impact.• support income generation and draw in member resources to build capacity in our programmes and impact projects.			
Context of the job			
<p>This department’s purpose is to:</p> <ul style="list-style-type: none">• provide science and innovation leadership;• invigorate strategic member and community engagement across academia and business;• proactively shape the debate on matters that the physics community cares about so that we can influence stakeholders and stimulate action that makes a difference. <p>To achieve this, it will:</p> <ul style="list-style-type: none">• create data insights on the physics landscape to inform community debates and decisions• recognise and celebrate excellence through our portfolio of IOP Awards• energise member engagement to deliver value and impact via our networks, IOP Accelerator and Business Programme• drive an ambitious physics programme of high impact projects to influence change. <p>The job’s context is to catalyse and invigorate effective community and member engagement in order to deliver the department’s purpose.</p> <p>As such, the role holder must develop and manage positive relationships with a large number of members, physicists, business innovators and stakeholders across our community. For example, the role will work regularly with the IOP President, Vice-Presidents and Advisors, Special Interest Group Committees, Award winners, and other stakeholders and senior leaders in academia, business and government.</p>			

The role will require leading on several projects, as well as also joining wider impact project teams and working with colleagues across the Science and Innovation Department to deliver its purpose and goals. The role holder will also work closely with other colleagues across the IOP, including the Membership team, Comms and Marketing, Policy and the CEO Office.

Key decision-making in the job

- Managing workload and competing priorities - responsible for engaging members and the wider community in Science and Innovation programmes, with demanding annual cycles of work that require a high attention to detail and governance compliance, as well as promptly responding to enquiries and requests from members and stakeholders at all levels of seniority.
- Guaranteeing a high level of customer satisfaction and effective stakeholder management - involves a significant level of contact with members and stakeholders in academia, business and government, requiring timely and accurate responses as well as a high level of tact in order to maintain good relationships, whilst also 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.

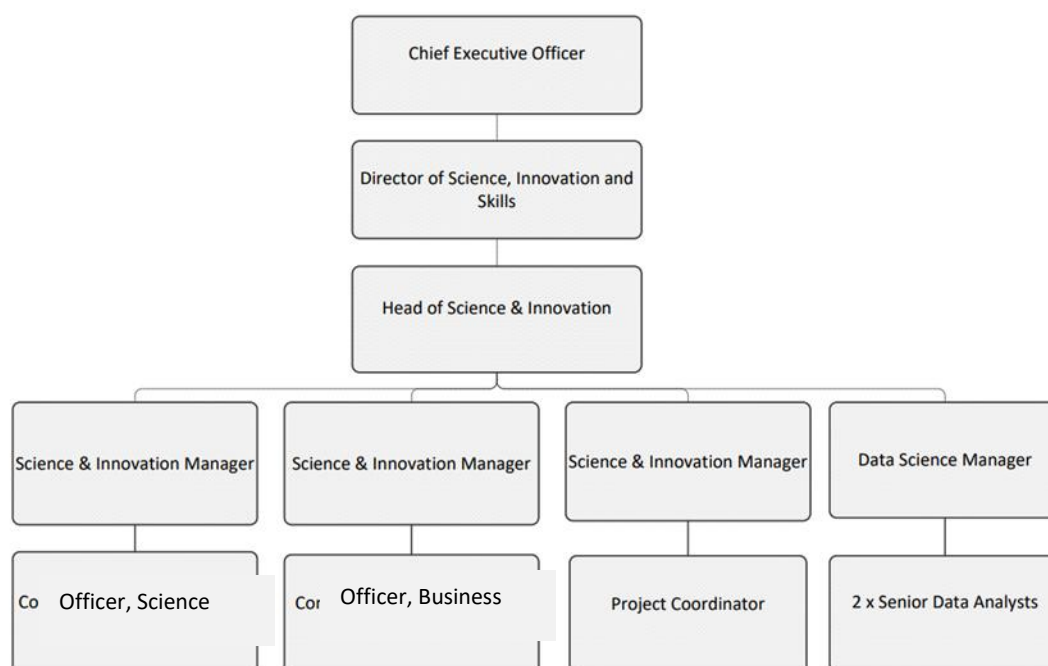
Accountability of the job

- Project and programme management
 - managing a portfolio of multiple projects and ongoing programmes of work
 - make connections across to the projects to maximise impact
- People management
 - coordinate work delivered by project coordinator
 - coordinate work delivered by other teams as part of the projects they manage
 - manage partners to deliver activities and projects
 - no direct staff line reports
- Annualised financial data
 - manage multiple project budgets of the order £200k
 - generating income and contributions in kind
 - may authorise expenditure budget up to £1k
- Level of responsibility or risk managed by this role
 - manage reputational and financial risks
 - 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 IOP President, President-elect and Vice-presidents who chair our IOP Awards committees and panels
 - manage high reputational risks as working with senior stakeholders.
- Other relevant statistics
 - this role supports the delivery of a portfolio of projects [which could include the IOP Awards, IOP Accelerator, physics demonstrators, Business Programme]
 - key roles in four impact projects to influence change.

- maintaining effective and positive relationships with 100s of contacts (e.g., IOP Trustees, Honorary Fellows, Fellows and members, as well as stakeholders, partners and sponsors) is an important aspect of this role, and critically important to the IOP's reputation.
- organise 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.

Organisational chart

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



Main responsibilities of the role

Member engagement and engagement of wider community

- Front line engagement and developing relationships with members and our community – directly by attending IOP conferences, committees, Heads of Physics forum, and external meetings to engage community in our science and innovation programmes.
- Work with the community to bring physics science & innovation displays/demonstrators/exhibitions into our offices.
- Carry out stakeholder analysis to map out organisations, members and target academic and business contacts to engage in Science and Innovation programmes – impact projects, IOP Awards, IOP Accelerator, Business Programme.
- Work with our Data Insights team, carry out desk top research and seek referrals to identify contacts in target audiences.
- Work with the Communications and Marketing team to shape and execute engagement campaigns, advertising, case studies, banners, videos, digital and collateral.

	<ul style="list-style-type: none"> • Carry out communications to highlight our work and engage members and wider community in programmes and projects.
Physics Impact Projects	<ul style="list-style-type: none"> • Key role in up to four impact projects per year, leading member and community engagement. (For example, manage engagement of members, businesses and discipline/application experts in the Physics and the Green Economy project to influence government strategy and funding, as well as galvanise community action). • Run project workshops and events [in person and online], engaging members and target audiences. • Actively engage members and stakeholders to sponsor our work as well as resource project teams. • Manage consultations with members and wider community to identify community issues and stimulate physics debates. • Carry out calls for project ideas and engage with the Groups and discipline/business networks to help develop ideas. • Manage Vice-President and Advisor impact project panels to develop priority project areas; includes identifying appropriate advisors, recruiting onto panels and training on processes / systems: running bi-annual Vice-president and Advisors impact project panel reviews.
Manage Awards programme to celebrate excellence – Medals & Prizes and Business Awards	<ul style="list-style-type: none"> • Lead delivery of our Medals & Prizes or Business Awards programme. • Lead community engagement for Medals & Prizes or Business Awards campaigns working with Communications and Marketing team to deliver targets including EDI targets. • Establish and manage search and find awards panels to ensure excellence and inclusion. • Responsible for governance of awards committees and judging panels – terms of reference, committee membership, briefings, papers for nominations committee for potential new committee/panel members, support new committee/panel members, papers for Nominations Committee and Council. • Work with Data Insights team to report on Awards, including EDI data. • Carry out annual Awards review to identify and then incorporate improvements. • Manage the SaaS contract with Award Force to optimise nomination and scoring processes. • Bring winners into membership and engage them in Science and Innovation activities.
Support Accelerator and Business Programme	<ul style="list-style-type: none"> • Support delivery of our IOP Accelerator and Business Programme to deliver impact for start-ups, entrepreneurs and innovators.

	<ul style="list-style-type: none"> • Support campaigns working with Communications and Marketing team to generate Accelerator applications and engage start-up firms in the Business Programme. • Support onboarding target levels of start-up and high growth potential firms, secure income, and manage contractual process in Accelerator. • Carry out welcome meetings and regular update meetings with IOP Accelerator companies to ensure value of being in the Accelerator. Identify company interests and actively engage them in opportunities via the IOP membership and wider networks. • Build and deliver Business Programme working with partners- (e.g., IOP Business Briefings that 1) open up access to finance, facilities, IP 2) explore sector challenges and development opportunities 3) showcase physics-powered businesses). • Link to impact projects to maximise engagement, capacity and impact.
Data, Reporting, Risk and Processes	<ul style="list-style-type: none"> • Update and maintain relevant member details in Salesforce CRM to better manage relationships and engagement with the work of the IOP. • Capture, monitor and report programme KPI data to ensure evidence-led decision-making. • 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. • Regularly review processes and procedures to optimise and improve operational performance and overall member and audience experience.
Culture and values	<ul style="list-style-type: none"> • The role holder will live our values – to be objective, inclusive, exemplary, and open. • Work involves interdepartmental collaboration and matrix-working to deliver our strategy and business plan. • The post holder is often engaged with internal project groups to develop effective working practices to support the culture and operations of the IOP. • Learning and development are important to ensure innovation and continuous improvement.
Person specification: We are looking for someone who...	
<ul style="list-style-type: none"> • 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.