

Job Description

Job title	Manager, Strategic Implementation	Grade	B
Department	Education, Workforce & HE		
Team	Workforce		
Responsible to	Senior Manager, Workforce		
Revision Date	March 2026		

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 organization'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 directly addresses the Skills priority in the IOP’s strategy: “tackling the skills shortage and opening up opportunity” as 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.

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

The Manager – Strategic Implementation is a key cross-cutting role, situated in and reporting to the Senior Manager – Workforce, but with a remit working across the department, including closely with the Senior Management Team, to help ensure we are working as effectively as possible, to deliver maximum impact through our strategic priority activities.

Key decision- making

- Scoping (where appropriate), and managing projects and programmes, with associated risks and controls, to deliver on our strategic objectives.
- Managing budgets related to projects (initially including for the DfE-funded teacher training scholarships programme of c. £150k per annum).

Key accountabilities

- Develop and lead a team of 2 individuals (1x role is project-funded and therefore contingent on third-party funding continuing).
- Design and deliver a portfolio of activities to achieve impact against the role’s remit with regard to supporting effective departmental leadership and acting as a departmental ‘centre of excellence’ on project and programme management (see main responsibilities below).
- Accountable for a high standard of project and programme management, including associated budget management (financial sign off of £5k).
- Operational delivery of certain strategic priority projects, where designated the overall lead.
- Working collaboratively with teams in IOP to support cross IOP initiatives such as the Limit Less campaign.

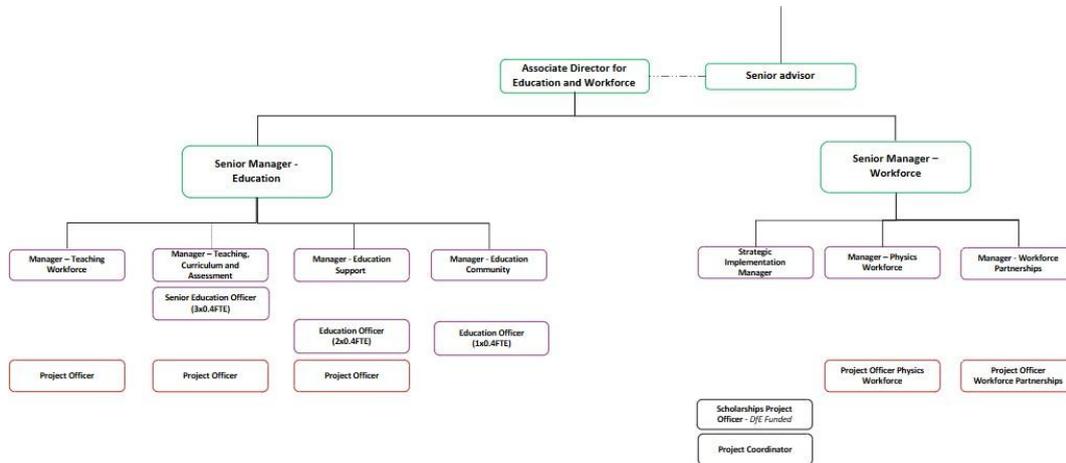
Ways of working

The Manager – Strategic Implementation will demonstrate collaborative, evidence-led, and impactful ways of working to achieve organisational objectives by:

- Building and maintaining effective working relationships across departments, encouraging knowledge sharing, alignment, and mutual support
- Working collaboratively with managers across the Education and Workforce department to maximise potential opportunities for shared impacts
- Working collaboratively in cross-cutting teams to provide input, and appropriate involvement in, E&W’s work: this includes Policy and Public Affairs, Communications and Marketing and EDI
- Working collaboratively with the Education & Workforce Managers for each IOP Nation across Education & Workforce related activities
- Maintaining open and transparent communication with the Education and Workforce department, leadership, and stakeholders, balancing virtual and in-person interactions effectively
- 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

•	Working closely with the department’s SMT to support the effective leadership of the department as a whole (including developing and leading a portfolio of activities to drive this).
•	Supporting the Associate Director in their role within the organisation’s high-level governance (including specifically their role as chair of, and secretariat to, the Operational and Strategic Skills Boards, respectively).
•	Leading on departmental performance reporting and risk oversight.
•	Acting as a departmental ‘centre of excellence’ on good practice in project and programme management, seeking to embed and continuously improve ways of working that enable and drive this.
•	Providing programme and project management to a small number of large-scale flagship initiatives and priorities annually, facilitating effective delivery led by other members of the management (and senior management) team.
•	Taking overall responsibility for operational delivery of a small number of strategic priority projects annually, where it makes sense to do so (for example, this will initially include the DfE-funded teacher training scholarships programme, but this could change over time).
•	Line managing and developing a small team.
•	Working collaboratively with teams in IOP to support cross IOP initiatives such as the Limit Less campaign.
•	Exemplify IOP’s values- objectivity, inclusivity, excellence, and openness- in all interactions and deliverables.

Person Specification

We are looking for someone who...

Creativity and thought leadership: Can bring clear insight and creative, incisive thinking to bear on complex problems; can provide intellectual leadership and direction to teams, individuals, programmes and projects.

Communication: Can bring ideas to life with clear expression, first class presentation skills and vivid, compelling writing; is naturally consultative and listens to ideas and alternative viewpoints to distil the critical issues.

Priority setting: Can set and manage priorities for the coming 12 months - for teams and individuals. Understands and uses time well to focus on what's important; understands what will help or hinder progress and eliminates roadblocks and creates focus.

Planning: Scopes out length and difficulty of tasks and projects; sets objectives and goals; develops schedules and assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals and evaluates results.

Delegation: Is able to delegate clearly and with ease, both routine and important tasks and decisions; understands and shares responsibility and accountability; trusts others to perform and lets direct reports and others complete work .

Assumes Responsibility: Willingly assumes responsibility for individual and collective undertakings. Understands importance of accountability, scrutiny and reporting to good governance and organisational management. Takes responsibility for the identification, assessment and management of risks and threats to the IOP, its programmes and projects.

Managing and Measuring Work: Is clear in the assignment of responsibility for tasks and decisions; sets clear objectives and measures, monitors regularly for progress and results and ensures feedback is used to inform future work.

Motivating Others: Creates a climate for success; understands individual team members' strengths and weaknesses, empowers others by inviting input and sharing ownership; pushes tasks and decisions down; values individual contributions and creates a positive environment for individuals to work in. Communicates openly and clearly.

Experience this person should have is...

Role specific experience

- Experience of working in a project-based environment with significant internal and external stakeholder interest. Note that formal project management qualifications are **not** a requirement.
- Experience leading large scale projects.
- This role does **not** require physics subject knowledge or education-specific experience.

General criteria:

- Expertise in building and maintaining relationships with internal and external stakeholders to drive organisational success
- Skilled in the project management and administration of multiple projects and ensuring quality assurance through evaluation, reporting and monitoring processes and documentation
- Management 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 and 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 required are...

- GCSE English and Mathematics at Grade C or above, or equivalent (essential)
- Educated to degree level or significant equivalent vocational experience (essential)