

## Job Description

<b>Job title</b>	Project Manager	<b>Grade</b>	B
<b>Department</b>	People & Operations		
<b>Team</b>	IT		
<b>Responsible to</b>	IT Manager		
<b>Revision Date</b>	July 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 and careers; 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

This role is responsible for defining, planning and managing delivery of cross-organisational projects and programmes that deliver expected outcomes and benefits to the Institute and its stakeholders. The job holder will be expected to drive projects and programmes forward in coordination with the respective teams and management boards/committees, ensuring successful delivery and an effective handover following activity closure.

This role will focus on leading and providing expertise in: project/programme planning, initiation and approval, monitoring and evaluation, risk, issue and dependency management, prioritisation, lessons learned and project/programme closures. The job holder, along with the rest of the Programme Office (PO) team, will support the Head of Programme Office to establish and lead an effective PO function for the IOP.

The role covers a full range of project management and support to drive work across the organisation. The project manager will work closely with various teams on new and ongoing projects. Some of the potential programmes of work they will be expected to manage include:

**The Effective data strategy:** The effective data strategy is a five year plan to transform the way in which the IOP uses data to transform its operations. The strategy has been developed to support the organisation to make the shift to a more agile, learning organisation, enabling stronger, more consistent performance across the IOP in the service of delivering its strategy. It will contribute to the IOP efficiency savings target of 20 % from our business operations over the life of the strategy, through the identification of duplication, data insight and adopting a continuous improvement approach.

To work with project/programme owners to ensure proposals meet Programme Office quality criteria and appropriately align with the strategy ahead of submission.

To define plans, controls and processes with project owners.

To use judgment in prioritising demands across projects, programmes and other activities with minimal supervision. There may, at times, be conflicting priorities.

Significant problem solving and decision making in order to deliver projects across the organisation.

### Accountabilities

- Responsible for management of project/programme budgets (as appropriate).
- Management of projects/programmes with multiple delivery teams (may include internal staff, external contractors and experts).
- Provide specialist advice and recommendations to support informed decision making.

Organisation-wide reporting responsibilities.

### Contribution to Governance

While formal governance responsibilities rest with the Executive Team and Heads effective governance is supported by contributions from colleagues at all levels of the organisation.

These contributions are essential to ensuring transparency, accountability, and the successful implementation of strategic objectives.

Colleagues may contribute to governance in the following ways:

**Providing accurate and timely information**

Colleagues play a key role in ensuring that decision-makers have access to relevant, up-to-date, and accurate information to support informed governance and oversight.

**Implementing policies and procedures**

By embedding organisational policies into daily operations, colleagues help ensure that strategic decisions are translated into consistent and compliant practice.

**Supporting compliance and risk management**

Colleagues contribute to the identification, reporting, and mitigation of risks, and help maintain compliance with legal and regulatory standards.

**Participating in working groups or advisory panels**

Colleagues may be invited to contribute their expertise and perspectives through participation in internal committees, project groups, or advisory forums that inform governance decisions.

These contributions reflect a shared commitment to good governance and help foster a culture of integrity, accountability, and continuous improvement across IOP.

**Ways of Working**

At IOP, we are committed to fostering a collaborative, inclusive and impact driven working environment.

All colleagues are expected to:

Work collaboratively across teams and functions to deliver shared goals and contribute to a culture of transparency and mutual support.

Demonstrate integrity by being a good corporate citizen, ensuring that work is evidence based, impartial and aligned with IOPs strategic priorities.

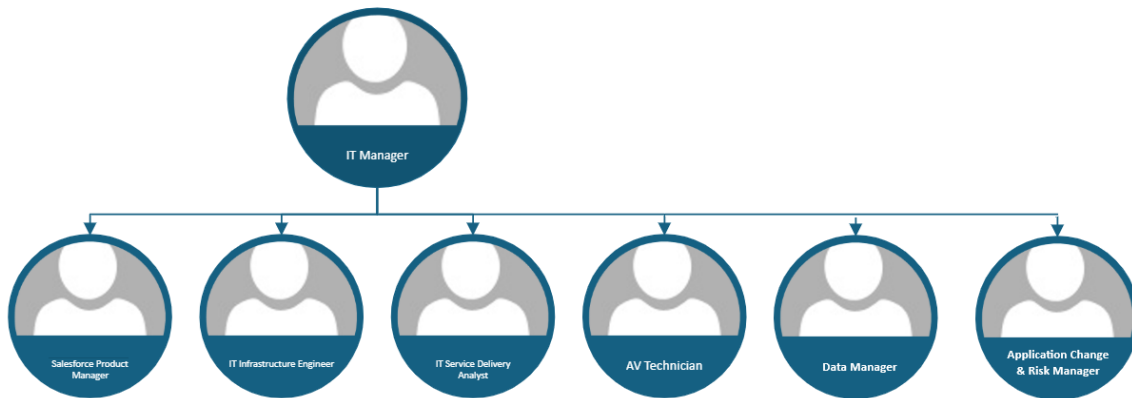
Champion diversity and inclusion, actively contributing to an environment where everyone feels respected, valued and able to thrive.

Engage constructively with stakeholders, to promote the value and impact of physics.

Embrace flexibility and innovation, adapting to change and seek continuous improvement in how we work and deliver services.

Take ownership and accountability for individual and team outcomes, upholding high standards of professionalism and conduct

**Organisational chart**



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

**Main responsibilities of the role**

	To apply project/programme management expertise to work across the organisation, reporting to project or programme boards/committees and senior management as required.
	To specify and deliver project/programme plans, securing stakeholder input and commitment from the early stages of an idea through to submission of a detailed proposal.
	To have delegated responsibility for project budget(s) (as appropriate) and to assist with budget/resource/funding management in accordance with the Institute’s policies and procedures.
	To engage with project stakeholders to shape and support delivery of the required outcomes, through the defined governance mechanisms.
	To support project delivery teams by monitoring progress and documenting, resolving or escalating risks and issues as appropriate.
	To work as a collaborative member of teams across the organisation and contribute to a culture of continuous improvement and innovation.
	Identify, assess and manage risks and threats to the IOP, its programmes and projects within their specialism.
	Encourage best practice in managing, following and promoting IOP EDI standards through their work, interaction with colleagues, stakeholders and members.

**Person Specification****We are looking for someone who has...****Creativity and Thought Leadership**

Demonstrates the ability to apply clear insight and creative thinking to complex challenges. Uses analytical skills and evidence-based reasoning to contribute innovative ideas and solutions. Offers intellectual input that supports the development of projects, programmes, and team initiatives.

**Communication**

Communicates effectively through clear, concise, and engaging written and verbal communication. Presents ideas with clarity and impact and actively listens to others to ensure mutual understanding. Engages constructively with colleagues and stakeholders to support collaborative working.

**Priority Awareness**

Effectively manages personal workload in alignment with team and organisational priorities. Demonstrates sound judgement in identifying what is most important and takes proactive steps to address potential barriers to progress.

**Planning and Organisation**

Plans and organises work efficiently, setting clear objectives and timelines. Anticipates potential challenges and adapts plans accordingly. Monitors progress and evaluate outcomes to support continuous improvement and delivery of high-quality results.

**Collaboration and Delegation Support**

Works collaboratively with colleagues, contributing to shared goals and supporting the delegation of tasks where appropriate. Demonstrates a strong sense of shared responsibility and is proactive in offering support to others

**Responsibility and Accountability**

Takes ownership of individual responsibilities and understands their contribution to wider organisational objectives. Demonstrates a commitment to accountability, transparency, and risk awareness in all aspects of work. Escalating where appropriate.

**Work Quality and Impact**

Delivers consistently high-quality work by setting clear goals, monitoring progress, and incorporating feedback. Strives for continuous improvement and contributes to the overall effectiveness of the team.

**Team Contribution and Motivation**

Fosters a positive and inclusive working environment. Recognises and values the contributions of others, encourages collaboration, and supports a culture of openness, respect, and shared success.

**Experience this person should have is...**

- 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.
- Proven ability to apply project management principles and techniques to manage a range of complex projects and programmes through to completion (desirable).
- Educated to degree level or significant vocational experience (desirable).
- Ability to learn and adapt to the technical skills required for the job and new ones as they arise.
- 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.
- 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 365 suite.

**Skills this person requires are...**

- Project Management Skills: Proficiency in planning, scheduling, risk management, and budget control.
- Technical Knowledge: Understanding of data warehousing concepts, ETL processes, and tools like Snowflake and Fivetran.
- Leadership & Communication: Ability to lead technical teams and communicate effectively with technical and non-technical stakeholders.
- Stakeholder Management: Engage and align business and technical teams to meet objectives.
- Problem-Solving: Identify and mitigate risks, resolve issues promptly.