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| **Post Details** | **Last Updated:** 17/01/23 |
| **Faculty/Administrative/Service Department** | Faculty of Arts and Social Sciences (FASS) |
| **Job Title** | Arts & Humanities Impact Acceleration Account (IAA) Project Officer |
| **Job Family**  | Professional Services | **Job Level**  | 4 |
| **Responsible to** | ESRC IAA Manager |
| **Responsible for (Staff)** | No staff currently report to this post |
| **Job Purpose Statement**The post-holder will provide project and programme management support to the FASS Arts & Humanities (AH) Impact Acceleration Account (IAA), and to the ESRC IAA Manager, as well as working with colleagues delivering and supporting other UKRI IAAs and wider innovation and impact support, in order to ensure coordination and synergies across the University. The post-holder will deliver a range of activities and initiatives to support the aims and objectives of Surrey’s AH IAA and more broadly contribute to the research and impact environment for the arts and humanities at the University of Surrey. This 0.5FTE role is fully funded from the FASS Faculty devolved HEIF budget allocated to the AH IAA project and will be fixed term for 27 months (from Jan 2023 until 31 March 2025).The role has a particular focus on the operational and project management delivery of the FASS AH IAA. The post-holder will provide high-skilled planning and direct support to enable the delivery of the IAA aims and objectives, including having specific responsibility for projects or sub-projects within the IAA, e.g. leading on the planning and organisation of events for annual public engagement festivals (e.g. AHRC Being Human festival). The post will also provide project management support to academics delivering funded IAA projects, acting as the first point of contact for any queries as well as signposting academics to appropriate internal and external resources to support their generation of impact from arts and humanities research at the University. The post-holder will work closely with the University Finance teams in order to maintain ongoing overview of the budget and to facilitate the provision of current financial reports where required, including to meet HEIF reporting requirements to senior management for the IAA. The role will have responsibility for setting up and maintaining the IAA’s social media channels and external communication in support of the IAA aims and remit, working with University Marketing and Communications teams as appropriate.Working closely with the ESRC IAA Manager, the post-holder will contribute to all activity streams of the IAA, in particular the provision of capability-building and skills-development impact support, by arranging external speakers, organising workshops and helping to develop in-house toolkits, resources and producing other online materials to support the IAA’s objectives around culture change and sustainability. The role will also provide project management and delivery support to any additional relevant internally- or externally-funded initiatives which are applied for and delivered during the life of the project. The post-holder will also be expected to contribute to the broader Faculty research and innovation agenda as required.The portfolio of projects this post will support may vary in response to the changing needs of the FASS AH IAA, and will be driven by the requirements of the University and Faculty’s research and innovation strategies. |
| **Key Responsibilities** This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)  |
| 1. To provide project management support for the delivery of the FASS AH IAA as a whole, and for individual IAA-funded projects, in order to ensure the successful delivery of projects to agreed outcomes, timeframes and budgets, including oversight and management of budgetary requirements;
2. To support the planning and delivery of impact events, workshops, training, networking and any other activities organised by the FASS AH IAA to support impact generation within the University from arts and humanities research;
3. To manage the delivery of internal funding calls from within the FASS AH IAA, including promotion, assessment and award, ensuring compliance with necessary criteria and eligibility requirements both internal and external;
4. To support the ESRC IAA Manager in developing internal resources to promote impact creation amongst the academic community, maintain IAA-related social media accounts, and promoting research impact on internal and external webpages;
5. To support the ESRC IAA Manager with gathering data and evidence for any reporting requirements internally or externally, compiling any relevant reporting paperwork for submission, including the compilation of impact case studies to promote the achievements of the FASS AH IAA;
6. To gather and analyse evidence from project outcomes in order to support the ESRC IAA Manager in the creation of ongoing programme management and continuous improvement in delivery of the FASS AH IAA;
7. To provide support in a secretariat capacity to the governing groups for the FASS AH IAA, managing organisation and record keeping for these groups, attending key meetings as required, taking minutes and providing information and advice to the Chairs, and also to support coordination across the wider UKRI IAA project delivery within the University;
8. To act as initial point of contact for enquiries relating to the FASS AH IAA, whether internal or external, answering requests for information, or referring for more expert opinion when required;

**N.B. The above list is not exhaustive.** |
| All staff are expected to:* Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
* Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
* Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
* Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
* Undertake such other duties within the scope of the post as may be requested by your Manager.
* Work supportively with colleagues, operating in a collegiate manner at all times.

**Help maintain a safe working environment by:*** Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
* Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
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| **Elements of the Role**This section outlines some of the key elements of the role, which allow this role to be evaluated within the University’s structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role. |
| **Planning and Organising** * The post-holder is expected to manage their day-to-day workload with autonomy, liaising with the ESRC IAA Manager to agree outputs and outcomes and working with reference to the FASS AH IAA aims and objectives.
* The post-holder will deal with planned and unplanned tasks on a daily basis and be expected to prioritise tasks and the varying elements of the role with minimal referral to their line manager.
* Strong organisational skills are needed to oversee and support the variety of activities delivered through the FASS AH IAA, and to ensure delivery against different deadlines and timelines.
* The post-holder is expected to take responsibility for organising short- or medium-term activities and proposing process changes or improvements where necessary to deliver the FASS AH IAA objectives, working closely with the ESRC IAA Manager.
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| **Problem Solving and Decision Making** *.** The post-holder is expected to work in a pro-active manner and to decide how to achieve the desired results against the agreed objectives, generally basing decisions on their work objectives, priorities and their professional experience.
* The post-holder will have the ability to research, analyse data, policies and evidence, and to suggest how best to distil and communicate this with support from the ESRC IAA Manager and the wider UKRI IAA team.
* The post-holder is expected to use their initiative and judgment to address and resolve more complex problems and issues which fall within the remit of their role, liaising with relevant stakeholders and seeking input from their line manager where necessary.
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| **Continuous Improvement*** The post-holder is expected to have a degree of involvement in finding and implementing solutions, in consultation with their line manager.
* The post-holder will look for opportunities to develop their expertise, networks and skills in the area of arts and humanities research impact and knowledge exchange, and to share these learnings with the team and wider networks of colleagues.
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| **Accountability** * Under the guidance of the ESRC IAA Manager, the post-holder is required to work proactively and with minimal supervision, and is accountable to the ESRC IAA Manager (and the FASS ADRI) for their broad portfolio of work.
* Where the post-holder is working on specific projects, they will deliver these as set out by the ESRC IAA Manager or other relevant project lead from within the University or externally (e.g. AHRC).
* The post-holder will be the initial point of contact for the FASS AH IAA (i.e. for general queries relating to the IAA or for specific projects or sub-projects), and will be expected to give professional and accurate information to colleagues from professional services and academic departments where they are able to do so, or to forward to the ESRC IAA Manager or other colleagues as relevant.
* Failure to escalate concerns or difficulties in project delivery may affect the performance of the FASS AH IAA as a whole.
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| **Dimensions of the role** *.* * The University has over 1,400 research and teaching staff. While the post-holder is likely to have direct contact with some academic staff during any given period through specific projects, they may also have indirect contact with a wider academic audience through their work. They will also be expected to work closely with other professional services staff who support the delivery of arts and humanities research and impact across the different Departments and Schools within the University.
* The FASS AH IAA sits within the Faculty of Arts and Social Sciences (FASS), reporting to the FASS ADRI and key University senior management teams for delivery of the IAA project as a whole. The FASS IAA team work closely with the project teams supporting and delivering the other UKRI IAAs that the University currently holds, and with the wider Technology Transfer Office (TTO) and Faculty Research and Innovation Office (FRIO) teams that support the University’s research and innovation activity and the delivery of the University’s research and innovation strategies.
* No staff currently report to the role, but the post-holder will have budgetary responsibility for specific projects and work closely with the ESRC IAA Manager to assist with managing the budgetary responsibility for the FASS AH IAA project as a whole.
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| **Supplementary Information*** Experience communicating complex topics, building networks, assessing the strength of project ideas, and understanding how to motivate and engage specific audiences will be beneficial for this role.
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| **Person Specification** This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. |
| **Qualifications and Professional Memberships** |  |
| Degree, HND, NVQ 4 qualified or equivalent in relevant subject/relevant formal training, plus a number of years' experience in similar or related roles.Or:Significant vocational experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition of appropriate professional or specialist knowledge | E |
| Professional project management qualification e.g. PRINCE2 or demonstrable evidence of an understanding of project management methodologies | D |
| **Technical Competencies (Experience and Knowledge)** This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance). | **Essential/Desirable** | **Level****1-3** |
| Experience of planning and progressing activities and projects within general guidelines, using initiative and judgement without reference to others | E | 3 |
| Proficiency in IT systems, including Microsoft Office, and Excel in particular  | E | 3 |
| Ability to research, interpret and present information within a specific brief  | E | 3 |
| Proven and relevant project and budget management/administration experience | E | 2 |
| Proven communication and interpersonal skills including the presentation of material in written format through different media and for the purposes of training. | D | n/a |
| Experience or engagement with the Higher Education research environment | D | n/a |
| Experience or engagement in knowledge exchange, impact assessment in the third sector, or public engagement in research  | D | n/a |
| **Special Requirements:**  | **Essential/Desirable** |
| Willingness to work longer/flexible hours as necessary to meet deadlines, and to travel including occasional overnight stays. | E |
| Familiarity with online marketing tools for promotion of events/initiatives and management of social media channels such as; Mailchimp, Eventbrite, Twitter and LinkedIn. Familiarity with website content management systems such as Drupal. | D |
| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade. | **Level****1-3** |
| CommunicationAdaptability / FlexibilityCustomer/Client service and supportPlanning and OrganisingContinuous ImprovementProblem Solving and Decision-Making SkillsManaging and Developing PerformanceCreative and Analytical ThinkingInfluencing, Persuasion and Negotiation SkillsStrategic Thinking & Leadership | 322323n/a221 |
| This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose. |
| **Organisational/Departmental Information & Key Relationships** |
| Background InformationThe Faculty: The Faculty of Arts and Social Sciences brings together scholars and students from across an extraordinary range of academic disciplines in a learning community that is dedicated to the discovery and enrichment of the arts, humanities and social sciences. The Faculty has demonstrable contributions to societal impact, shaping how we live and interact in society, this includes but is not limited to research in digital platforms, translation and interpreting, sustainability, morphology, behavioural economics, families and prisons, cyber-crime, gender and security.   The Faculty has significant opportunities for capturing new research grant income, generating strong research outputs and developing impactful research to contribute to the mission and aims of the University’s new corporate strategy. The Faculty of Arts and Social Sciences comprises nine schools and departments: Economics, Hospitality and Tourism Management, Guildford School of Acting, Music and Media, Law, Literature and Languages, Politics, Sociology and Surrey Business School. The Project: The Faculty has allocated funding for an Arts and Humanities (AH) Impact Acceleration Account (IAA) which was launched October 2022 and is intended to run to March 2025 in the first instance (with the intention that this will be AHRC funded after that date). The purpose of the FASS AH IAA is to provide strategic and practical support for arts and humanities researchers in order to develop capacity and capability around impact generation from Surrey AH research, and to strengthen our position for applying for AHRC IAA funding in 2024. This funding supports University researchers to develop more effective collaborations with businesses, policy-makers and other industry sector groups, increasing the contribution of Surrey AH research to solving societal challenges. Enabling this closer relationship leads to more effective co-creation of future research, helping ensure Surrey research is responding directly to current and future societal needs. The IAA funds are invested across a specially designed programme of coordinated activities designed to provide a step-change in Surrey’s impact generation and knowledge exchange activities. The project is being led by Professor Rachel Brooks, Associate Dean Research and Innovation (ADRI) of the Faculty of Arts and Social Sciences, and Professor of Sociology in the Department of Sociology.Researchers can bid for funds to support exploring new partnerships with businesses and other organisations, and to enable Surrey research to make a difference in society. The IAA also provides a suite of training and networking activities to participants both within and outside the University, to build capacity to ensure the future sustainability of arts and humanities research, knowledge exchange and impact. The result will be better networks for delivering impact and to support future outstanding research achievements.  |
| Department Structure Chart  |
| Relationships **Internal*** The post-holder will work directly for the ESRC IAA Manager within the Faculty of Arts and Social Sciences, and will also work closely with the Director and Co-Directors of the AH IAA.
* The post-holder will work closely with other colleagues supporting and delivering the University’s UKRI IAA funds and projects, and with colleagues working in the Technology Transfer Office (TTO), FASS FRIO office and Research and Innovation Services (RIS) delivering support to the University’s research and innovation strategies.
* Research Finance, Finance, Events, Marketing and Communications, Doctoral College and Strategic Planning Departments within the University – these may be project partners or stakeholders in ESRC IAA activity.
* The post-holder will develop a diverse network of contacts that will include academic and professional services staff within the organisation. In particular, the post will work closely with Faculty professional services staff, Academic staff and central professional services staff supporting research and innovation.

**External*** The post-holder will support and assist the developing of relationships with both new and established University partners from business, industry, policy and the third sector, and with a wide variety of research user communities, both through IAA-funded project awards and through the networking and Public Engagement initiatives delivered by the FASS AH IAA.
* The post-holder will support the ESRC IAA Manager in the building of the ongoing relationship with the AHRC and any other relevant external funders.
* KE and TTO professionals at other universities to share best practice, build a network of contacts and engage in sector-wide discussion.
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