

Post Details	
Faculty/Administrative/Service Department	Global
Job Title	Rankings and Recognition Manager
Job Family	Professional Services
Job Level	Level 5
Responsible to	Director of Marketing and Communications
Responsible for (Staff)	n/a
Job Purpose Statement	
<p>We are seeking a talented, motivated and experienced Rankings and Recognition Manager to join our vibrant University community. The role, which is newly created, reports to the Director of Marketing and Communications, and will play a key part in ensuring the University is properly represented in national and international league tables, while also enhancing the reputation and recognition of our academics and researchers, professional staff and supporters – and, thereby, that of the University as a whole – through a range of high-profile prizes, awards and honours.</p>	
Key Responsibilities	
<ol style="list-style-type: none"> 1. Provide support to the Provost on major international rankings coordination, through proactively supporting the steering committee (chaired by the Provost) with data collection and analysis, and submission. 2. Identify opportunities for recognition in the form of major prizes, awards, fellowships of learned academies and national honours. 3. Support the Vice-Chancellor and Provost in determining which prizes and honours to target, and in identifying worthy candidates from the wider University community. 4. Prepare nominations or submissions by coordinating and drafting nomination materials and obtaining relevant references. 5. Maintain a comprehensive database of all nominations and feedback, as well as a list of award winners. 6. Working with the Director of Marketing and Communications, coordinate the marketing of rankings achievements and prizes and awards through established channels, including updating of the University website. 7. Undertake any other achievements recognition, reputational enhancement and support work as assigned by the Vice-President, Global, the Vice-Chancellor, and the Provost. <p>N.B. The above list is not exhaustive.</p>	
Person Specification	
Qualifications and Professional Memberships	Essential/ Desirable
Professionally qualified with a relevant degree/postgraduate qualification, plus broad demonstrable management experience in similar or related roles <u>or</u> substantial vocational and relevant management experience demonstrating management ability in	E

an appropriate professional or specialist area, and success in similar or related roles, supported by evidence of significant appropriate specialist knowledge.	
Technical Competencies (Experience and Knowledge)	Essential/ Desirable
A demonstrated ambition to support recognition of the University's achievements through the achievement of appropriate rankings in national and international league tables.	E
A passion for identifying excellence and a desire to help researchers, academics and professional staff receive the recognition they deserve.	E
Excellent writing skills with the ability to translate complex subjects into a language accessible to a wider audience.	E
Excellent interpersonal skills and the ability to work effectively with a wide range of people, from academic researchers to Executive Board leaders.	E
Strong organisational skills with experience in managing a range of tasks and deadlines.	E
A strong attention to detail and the ability to maintain accurate records.	E
A willingness to work independently and proactively, as well as part of a team.	E
Special Requirements:	Essential/ Desirable
Occasional requirement to work outside of standard office hours to support business needs.	E
Participate in Supporter opportunities, (events such as Open Days, Ceremonies and Corporate Events) in order to create a positive impact on our student experience.	E
Core Competencies	Level 1-3
Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	3
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	n/a
Creative and Analytical Thinking	3
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	2
Additional Information	
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>	

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, and following local codes of safe working practices and the University of Surrey Health and Safety Policy.