

Post Details		Last Updated: 30/05/2025	
Faculty/Administrative/Service Department	FABSS SAHCI LL		
Job Title	SMG Research Projects Officer		
Job Family	Professional Services	Job Level	4
Responsible to	Director of SMG		
Responsible for (Staff)	N/A		
<p>Job Purpose Statement.</p> <p>To take responsibility of the operational management and delivery of a range of projects for the Surrey Morphology Group (SMG) and to ensure the smooth running of SMG and timely reporting to funders and key stakeholders.</p>			
<p>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)</p>			
<ol style="list-style-type: none"> 1. To take responsibility for the operational management and delivery of SMG. This includes maintaining robust mechanisms to track, monitor and control project delivery in line with budgetary requirements and monitoring progress of project aims, objectives, deliverables, milestones and KPIs. 2. Provide administrative support to Principal Investigators of externally funded projects. Activities include (but are not limited to) liaising with project partner institutions, compiling progress reports as required by external funders, organizing workshops and other events, arranging meetings, dealing with service suppliers, invoice payments, guest travel booking, memberships renewals, dealing with research participants, reimbursements, etc. 3. Provide administrative support to other SMG members (incl. PhD students) as and when required. 4. To plan and project-manage SMG events and meetings, and schedule multiple activities alongside the commitments of a range of internal and external parties. 5. Ensure the successful delivery of the planned activities, involving a range of stakeholders, making sure that all activities achieve their objectives. Therefore, the post holder must operate flexibly and respond positively to changing circumstances and requirements. 6. Compile progress reports as required for the Director of the SMG, and produce other reports as required from time to time. <p>N.B. The above list is not exhaustive.</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.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

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 will be responsible for the planning and organising of their own workload.

- **Problem Solving and Decision Making** The post holder must display a professional approach and confident communication style.
- They are expected to provide advice and solutions for routine day-to-day problems. Resolution for these issues will usually be found through referring to their knowledge and experience of similar problems or through making reference to existing policies and procedures.
- They are expected to provide advice and solutions for problems arising from adverse interactions of administrative policies and procedures of the University and the funders. Resolution for these issues will usually be found through referring to their knowledge and experience of similar problems and will require thorough knowledge of University structures and precedents.
- The post holder is also expected to anticipate problems and to advise the Director of any issues, in order that a pro-active approach can be taken. Significant elements of this role will require some degree of analytical, critical and evaluative thinking.
- The post holder is required to use their influencing and negotiation skills in their dealings with internal and external stakeholders.
- Throughout, the post holder will need to use their judgement to maintain a steady, balanced approach aimed at achieving a solution and ensuring the projects' progress against targets.
- The post holder is expected to apply reasonable personal initiative and judgement when faced with situations where past experience does not apply, referring only the most complex or those issues outside of the remit of their role to the Director for guidance. The post holder is expected to have a degree of involvement in recommending resolutions to the Director.

Continuous Improvement

- The post holder will be responsible for ensuring that feedback is sought from stakeholders throughout the project.

Accountability

- Whilst the post holder's actions are guided by the Director, they will work largely unsupervised, and as such they have professional autonomy to achieve their aims.

- The post holder is responsible to the Director in ensuring that tasks are delivered on schedule and to the agreed project plan.
- The post holder will be privy to sensitive and confidential information and as such is expected to maintain high levels of confidentiality.

Dimensions of the role

- While the postholder does not hold any budgetary responsibility, they should ensure that any costs associated with the project delivery are monitored and highlighted to the Director of the Centre in a timely manner

Supplementary Information		
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	Essential / Desirable	
Significant vocational experience in the HE sector, demonstrating professional development through involvement in a series of progressively more demanding relevant work/roles, and the acquisition/enhancement of appropriate skills or specialist knowledge	E	
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
Practical and relevant project management	E	3
Experience of planning and progressing activities within general guidelines, using initiative and judgement without reference to others	E	2
Thorough knowledge and understanding of the work practices, processes and procedures relevant to the role	E	2
Experience with monitoring, producing and maintaining records and reports to meet both internal and external requirements	E	2
Excellent verbal and written communication skills, with a proven ability to build strong and effective relationships with internal and external stakeholders	E	3
Relevant experience in a research, business or service environment	D	n/a
A good working knowledge of the Higher Education sector	E	n/a
Experience of budgeting within a university environment	E	n/a
Ability to facilitate the interpretation of specific issues/problems and to support decision making	D	n/a
Familiarity with public relations and the effective use of social media	D	n/a
Experience of organising academic and public events (workshops, conferences)	D	n/a
Special Requirements:	Essential / Desirable	
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	

Communication	3
Adaptability / Flexibility	3
Customer/Client service and support	2
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
<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>	
Organisational/Departmental Information & Key Relationships	
<p><u>Background Information</u></p> <p>The Surrey Morphology Group (SMG) is a research centre within the School of Literature and Languages. It currently consists of three permanent members of academic staff, nine postdoctoral researchers and three postgraduate students; these numbers are expected to increase in the coming months. Group members are engaged in multiple externally funded projects. Current funding sources include the European Research Council, UK Research and Innovation (UKRI), the Arts and Humanities Research Council, the British Academy and the Leverhulme Trust. The advertised post will coordinate activities with the Principal Investigators of ongoing project, and report in the final instance to the Director of the SMG.</p>	