

<b>Post Details</b>		<b>Last Updated:</b> 5/8/2025	
<b>Faculty/Administrative/Service Department</b>	FEPS/School of Engineering/Civil and Environmental Engineering		
<b>Job Title</b>	Network Manager		
<b>Job Family</b>	Professional services	<b>Job Level</b>	4
<b>Responsible to</b>	Project lead, Senior Network Manager		
<b>Responsible for (Staff)</b>			
<p><b>Job Purpose Statement</b> <i>This should be an accurate, concise, un-detailed statement (short paragraph) of what the post is and why the post exists in terms of its contribution or result e.g. improved student/staff experience, increasing University funds etc.</i></p> <p>We are seeking a dynamic and highly organised Network Project Manager to coordinate and deliver the EPSRC-funded “Better Water for All” Network+, bringing together academics, industry, policymakers, and communities to address key water challenges through interdisciplinary research and innovation.</p> <p>“Better Water for All” is an EPSRC-funded Network+ that brings together researchers, innovators, policymakers, and communities to address urgent challenges facing the UK’s water systems. Through cross-sector collaboration, inclusive engagement, and targeted funding activities, the network aims to accelerate transformative solutions for water resilience, equity, and sustainability, and contributes to national priorities such as achieving Net Zero carbon emissions and advancing a Circular Economy.</p> <p>The Network Manager will support the implementation of activities, including event delivery, digital communications, stakeholder liaison, and operational administration. This role is integral to enabling a vibrant, inclusive, and effective research ecosystem that connects academia, industry, policymakers, and communities to drive systemic change across the UK water sector.</p> <p>Duration: 36 months, Part time 0.4 FTE</p> <p>Earliest start date: 1 September 2025</p> <p>Location: University of Surrey</p>			
<p><b>Key Responsibilities</b> <i>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)</i></p> <ol style="list-style-type: none"> <li>1. Coordinate daily network activities and communications.</li> <li>2. Assist with financial documentation and audits.</li> <li>3. Organise events including workshops and training sessions.</li> <li>4. Attend meetings, conferences, workshops. Overnight travel will be involved.</li> <li>5. Support development of newsletters, reports, and online materials.</li> <li>6. Maintain EDI records, data collection, and participant engagement tracking.</li> <li>7. Support development and maintenance of the network website.</li> <li>8. Manage social media accounts and online communications for events and updates.</li> </ol> <p><b>N.B. The above list is not exhaustive.</b></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** *Where does the work come from? What planning is required, how complex is the planning and over what timescale e.g. days/weeks/months/annually/longer?*

Work arises from the delivery requirements of the EPSRC-funded "Better Water for All" Network+, which has defined objectives, milestones, and reporting obligations set out by the funder (EPSRC), the project lead team, and the network's governance bodies. Key sources of work include the network's delivery plan, annual work packages, activity timelines (e.g. funding calls, workshops, events), internal project meetings, and external stakeholder engagement schedules.

The post holder is expected to plan and manage a wide range of parallel activities over varying timescales:

- Short-term (daily/weekly): Coordination of events logistics, meeting preparation, internal team scheduling, stakeholder communication, and regular updates to digital platforms (website/social media).
- Medium-term (monthly/quarterly): Planning network-wide activities such as workshops, training sessions, funding calls, EDI and impact initiatives, preparation of progress reports, financial tracking, and budget forecasting.
- Long-term (annually and beyond): Supporting the delivery of the network's multi-year strategic goals, aligning engagement activities with evolving policy and sectoral priorities, and managing EPSRC reporting cycles and advisory board reviews.

For the Network Manager, planning is focused on delivering tasks within the agreed work programme, with guidance from the Senior Manager, and includes proactive day-to-day organisation and timely execution of operational deliverables.

This role requires adaptability to shifting timelines, funder expectations, and stakeholder availability, while maintaining strong documentation and project tracking systems to ensure alignment with network objectives.

#### **Problem Solving and Decision Making** *What types of problems or challenges are faced by the post holder and how are they solved? What kind of guidance is in place to support the problem solving process e.g. policies/procedures/protocols/legislation. You should detail the nature of the post holder's role in solving these problems, indicating whether the post holder thinks independently or in collaboration with others and how much freedom there is to provide solutions/make these decisions. You should also state what the impact of wrong decisions/judgement is and what happens in cases where the post holder is unable to find a resolution.*

The post holder is responsible for resolving a wide range of operational, logistical, and coordination challenges related to the delivery of a large, multi-stakeholder EPSRC-funded research network.

Common problems include scheduling conflicts, budgetary or procurement delays, communication breakdowns between stakeholders, workshop/event delivery issues, and adapting to changes in partner priorities or funder requirements.

The post holder is expected to use their initiative and judgement to resolve most day-to-day issues independently, referring to:

- University of Surrey administrative procedures and procurement policies
- EPSRC grant terms and conditions
- UKRI reporting guidance and standard operating procedures
- Network-specific governance processes (e.g. steering group guidance, EDI framework)

The Network Manager will resolve routine issues independently (e.g. logistics, communications, tracking), but will seek guidance from the Senior Manager for more complex or sensitive matters.

Collaboration is key: the post holder is expected to consult with academics, administrators, and external partners when solving cross-cutting or sensitive issues to ensure alignment and inclusivity.

Poor decisions or unresolved issues may lead to reputational risk, loss of stakeholder trust, missed EPSRC milestones, or poor value-for-money in network delivery.

If a resolution cannot be found, the post holder is expected to escalate the issue appropriately to the Project lead, or designated institutional support (e.g. Research and Innovation Services, Finance, or Legal teams) for intervention and resolution.

**Continuous Improvement** *You should state whether the post holder is responsible for making any improvements within their area of responsibility, what level of improvement they may be required to make and what freedom they have to make those changes independently.*

The post holder is expected to actively contribute to the ongoing improvement of processes, systems, and practices within the delivery of the EPSRC Network+ “Better Water for All”.

Typical areas of improvement may include:

- Streamlining event delivery and participant engagement processes
- Enhancing the accessibility, inclusivity, or efficiency of communications and reporting
- Improving stakeholder feedback mechanisms
- Refining project tracking tools, templates, or workflows
- Updating digital platforms (e.g. website, social media) to better reflect network outcomes

The Network Manager is expected to identify inefficiencies or barriers in day-to-day operations and suggest practical improvements. They may implement small-scale process changes independently (e.g. communication workflows, file organisation), with larger changes discussed with and approved by the Senior Manager.

Continuous improvement is embedded in the role through regular planning cycles, stakeholder feedback, lessons learned reviews, and annual reporting to the EPSRC.

The post holder is encouraged to proactively seek feedback from network participants and stakeholders and incorporate best practice from other research networks, funders, or sectors.

### **Accountability**

*What level of control has the post holder got for the achievement of their end results? How frequently does the post holder require supervision? What freedom do they possess to act with or without reference to guidance/procedures and/or supervision? Detail the discretion given to the post holder to direct resources, their answerability for the consequences of decisions and actions taken by themselves/their team and the impact. Detail the nature of the impact which the role exerts on end results and the area of the institution on which the role has impact.*

- The post holder plays a key role in ensuring the successful delivery of the EPSRC Network+ “Better Water for All” in line with funder requirements, project objectives, and institutional standards.
- **Network Manager:**
  - Operates with moderate autonomy, prioritising and executing tasks with oversight from the Senior Network Manager.
  - Has discretion to manage logistics, communications, and engagement activities in line with agreed plans.
  - Accountable for delivering accurate, timely, and professional outputs (e.g. event coordination, social media, data tracking) that support the network’s success.
  - Errors or inaction may lead to disruptions in delivery, poor participant experiences, or gaps in reporting and documentation.
- This role has an impact across multiple areas of the institution, including research delivery, stakeholder engagement, knowledge exchange, and institutional reputation with EPSRC and external collaborators.
- Accountability is exercised in line with University policies (e.g. finance, HR, procurement), EPSRC grant terms, and established governance structures within the project.
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**Dimensions of the role** Dimensions describe the statistics relevant to the job. Where relevant, you should cover the operational, financial or staffing aspects of the role. Relevant factual, quantitative information that describes the scope of the role, e.g. number of staff directly/indirectly reporting to them, financial aspects (budgets, contract, cash handling etc. and approximate figures), approximate number and type of student/customers the job affects directly/indirectly should be given.

The EPSRC Network+ "Better Water for All" is a 3-year funded programme.

The post holder will assist Senior Network Manager for overseeing and tracking budgets allocated for:

- Flexible funding calls
- Events and workshops (e.g. sandpits, training, stakeholder roundtables)
- Communications and engagement activities (e.g. website, social media, printed materials)
- Travel, logistics, and external services (e.g. design, digital, venue hire)

The Network Manager has no formal line management responsibilities but may coordinate the activities of part-time assistants, interns, or support staff during specific events or reporting periods.

This role contributes to delivering activities that directly engage:

- Membership covering academic researchers across the UK from a range of disciplines
- External stakeholders across government, industry, utilities, regulators, NGOs, and community groups
- Support the professional development of early-career researchers (ECRs), postgraduate researchers (PGRs), and underrepresented groups through inclusive funding and training opportunities

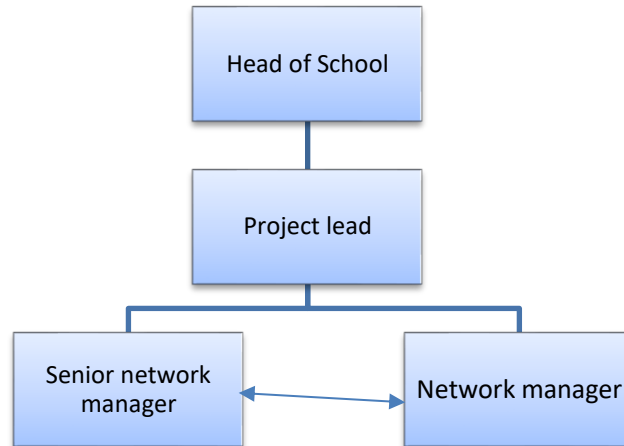
The network outputs are expected to influence national policy, innovation pathways, and research directions in the water sector, contributing to broader EPSRC and UKRI strategic objectives.

**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.

<b>Qualifications and Professional Memberships</b>		
Relevant training in environmental science/engineering, water engineering, or equivalent subject		E
<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential/Desirable</b>	<b>Level 1-3</b>
Experience managing interdisciplinary research projects or large-scale networks.	D	3
Strong organisational and communication skills.	D	3
Familiarity with EPSRC/UKRI systems and reporting.	D	2
Excellent leadership, interpersonal, and communication skills.	D	2
Strong budget management and staff supervision abilities.	D	
Experience with presenting academic subject matter to a wide range of technical/non-technical audiences	D	2
Commitment to EDI.	D	2
Knowledge of website development.	D	1
Good working knowledge of the HE and water/wastewater Sector.	D	1
<b>Special Requirements:</b>		<b>Essential/Desirable</b>
Ability to occasionally work outside regular hours		E
Overnight travel in the UK and internationally for project events		E
<b>Core Competencies</b> 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.	<b>Level 1-3</b>	
Communication	3	
Adaptability / Flexibility	2	
Customer/Client service and support	2	
Planning and Organising	3	

Continuous Improvement	3
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	2
Creative and Analytical Thinking	2
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>	
<b>Organisational/Departmental Information &amp; Key Relationships</b>	
<p><b><u>Background Information</u></b> <i>You should include a short statement on the background of the Faculty and/or the department in which the post holder will be operating. You may also wish to include any other useful information to an applicant e.g. why the project exists, what the strategy of the department is etc.</i></p>	

**Department Structure Chart** Please highlight the post holder's role by right clicking and selecting format shape, selecting solid fill and 2<sup>nd</sup> shade of blue in list. Boxes can be added/removed by right-clicking and selecting add shape or cut. Font should be Frutiger LT Std 45 Light (max font size 10).



**Relationships** This is not an exhaustive list of every relationship the post holder has, but is a brief description of those that play an important part in the post holder successfully carrying out the role. It should identify the significant internal and external relationships and contacts that the post holder has in their job and describe the overall purpose and nature of those relationships (i.e. exchanging information, negotiating, networking, etc.)

**Internal**

- Project lead, manager, assistants
- Faculty of Engineering and Physical Sciences academic and professional services staff
- Research and Innovation Services (including finance, IT, media and contracts teams)
- Technology Transfer Office
- Incubation & Enterprise
- Research Administrative Coordinator and Research fellows in School of Engineering
- Institute of Sustainability Director/members

**External**

- Project lead team
- Project advisory board members
- Members of the network
- Other networks
- EPSRC and UKRI Representatives – To maintain open channels for progress reporting, compliance, and strategic alignment with national research priorities.
- Academic Collaborators (across UK institutions) – To coordinate joint activities, monitor project progress, and promote interdisciplinary knowledge exchange.
- Industry and Policy Stakeholders (e.g. utilities, regulators, government bodies, NGOs) – To facilitate collaboration, co-creation of research agendas, and translation of outputs into practice.
- Contractors and Suppliers – To manage relationships with web developers, graphic designers, event providers, and other third-party service providers.
- Community and Public Engagement Partners – To support inclusive and participatory approaches that embed diverse stakeholder voices into the network's direction and outcomes.