

Post Details	Last updated 01/07/2025		
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences, Department of Civil & Environmental Engineering		
Job Title	Network Project Officer		
Job Family	Professional Services	Job Level	4
Responsible to	GREENIN PI/Director		
Responsible for (Staff)	N/A		

Job Purpose Statement

Responsible for the planning, preparation, execution, and reporting of network activities with primary responsibility for the GREENIN Micro-Network Plus: Greening the Indoors: transformation of indoor environments in a changing climate awarded by UKRI/EPSC. The post will support the GREENIN lead PI and co-leads in the project coordination across all partners and stakeholders.

In particular, they will be responsible for running day to day activities, dissemination and exchange activities, running webinars and network competitions, reporting, running and attending network grant competition, monitoring their progress and reporting, preparing and disseminating monthly newsletters, managing social media presence of the network, managing the existing network partners and helping build new partners.

The post holder will also be responsible in managing the final activities of the projects in wrapping up stage (e.g., RECLAIM Network Plus; GreenCities) and those running/upcoming projects (e.g. GP4Streets) by managing the reporting, financing, social media and impact activities such as workshops, webinars and stakeholder meetings. Working with other team members, they will also help support preparing and disseminating monthly newsletters, managing social media presence of the network, running the webinars, managing the existing network partners and helping build new partners.

Additionally, they will take responsibility for developing new research proposals for GCARE, alongside operational management and delivery of projects and initiatives to maximise GCARE's impact and income.

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)

The project officer will be responsible for:

1. **Manage daily project operations** – including organising contracts with partner organisations, planning, preparation, execution, and reporting of project activities.
2. **Maintain and expand partnerships** – build on existing stakeholder relationships, ensure timely project delivery, and lead reporting efforts to the funder, Research Fish, and key stakeholders.
3. **Oversee project administration and communication** – facilitate collaboration among researchers, stakeholders, and the community, ensuring timely outcomes and effective integration with partner teams.
4. **Coordinate financial documentation and audits** – gather necessary evidence for financial claims, organise project audits and evaluations, and maintain accurate documentation. Keep track of financial reporting
5. **Establish tracking and monitoring mechanisms** – implement systems to oversee project progress, ensuring adherence to funding guidelines and successful project completion.
6. **Organise meetings and events** – schedule and facilitate steering board and project management meetings, webinars, and workshops aligned with project goals, as well as attend them in person where relevant and necessary.
7. **Manage project communications** – oversee social media, website content, science communication, and outreach activities for effective dissemination.
8. **Support new research development** – contribute to creating new research proposals and building partnerships with funders to sustain GCARE's ongoing research initiatives.
9. **Support wider (ongoing/new) GCARE projects and its Guildford Living Lab activities** – oversee social media, website content, supervise delivery of routine and impact activities and keep track of financial

reporting, including GCARE's Guildford Living Lab activities involving public engagement and dissemination.

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.

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 work to deliver objectives and plan management activities as required for the successful operations of GREENIN Micro Network Plus and other relevant GCARE projects (e.g. HealthySailing, RECLAIM Network Plus, GreenCities, GP4Streets, GREENICON). They have responsibility for working with the wider team for the planning, preparation, execution, and reporting of all activities related to the network programme.
- The post holder will apply judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands. They must apply a sound understanding of the staffing, facility and operational requirements of project in order to effectively schedule and facilitate their smooth operation.
- The postholder will coordinate plans aligned with the targets and deliverables of the project to ensure timely delivery.
- The postholder requires an understanding of the funding environment and be responsible for identifying changes that may impact the project.
- The post holder will work on multiple concurrent tasks ensuring that deadlines and objectives are met.

Problem Solving and Decision Making

- The post-holder is required to liaise regularly with the GREENIN & GCARE Director (Grant Holder), co-investigators, industry collaborators, project team members, network advisory group members, user group members and the nominated UKRI/EPSC Project Officer to ensure they are fully briefed at all times, highlighting areas of resource concern and issues and actions relating to the ongoing status and successful completion of the project.
- The post-holder is expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar, such as project scheduling, training and competence of research staff. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to and applying departmental policies and procedures. When faced with new issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply reasonable personal initiative and judgement (where past experience does not apply) to identify a suitable and timely resolution.
- The post holder is expected to refer more complex issues or those outside of the remit of their role to more experienced/senior colleagues including the GREENIN & GCARE Director and co-investigators for guidance, but in these cases, they are expected to have a degree of involvement in finding and implementing resolutions.

Continuous Improvement.

- The post holder is expected to identify opportunities for improving the GREENIN (and other relevant as necessary) project's engagement processes and approaches to relationship management. Based on their knowledge and experience they should aim to identify best practice in the organisations with whom they interact.
- They will be expected to continually build and update their networks and contacts
- On a personal level, they will be expected and encouraged to consistently strive for improvement in their skill set and will be supported to do so through appropriate channels.

Accountability

- The post holder will contribute to building the GREENIN network's brand (and overall GCARE) and reputation by ensuring that all partners have a genuine, authentic and positive impression of the University.
- The post holder will take ownership for the delivery of specific targets, milestones, opportunities and initiatives and for seeing them through to an ultimate outcome, either by their own direct efforts or by overseeing delivery in collaboration with other parts of the consortium.
- 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 / Background information

GREENIN [Greening the Indoors: transformation of indoor environments in a changing climate] is a Network Plus micro-grant funded by the EPSRC in collaboration with the UK Centre for Ecology & Hydrology (UKCEH) and the universities of Bath, Oxford, York, and Cranfield and 27 academic, non-academic and industrial partners. It is a two-year grant starting from 6th October.

GREENIN is multi-disciplinary by design, moving beyond single-issue networks. The network already has strong buy-in from 13 academic members across a broad discipline base from engineering to environment, health, and economic and social sciences. Key to the aim of strengthening engagement and accelerating solutions is the confirmed involvement of 9 non-academic partners encompassing local and city government, community groups, businesses and NGOs. These partners will facilitate the uptake of solutions around the country that we can demonstrate have most value. The commitment of 5 international partners across 3 continents, provides a direct route to extend and showcase the world-leading UK expertise on indoor green infrastructures. GREENIN's focus on the indoor environment directly addresses the levelling up agenda, and activities will be co-developed with our local (community, government, business and NGO) partners. The geographic scope of the network combines two principles: pan UK coverage to ensure a diversity of challenges are addressed and to ensure rapid transfer of expertise across the country, with a strong emphasis on place-based approaches in the engagement of communities at fine scale.

Working with other team members, the role will also entail help support any wrapping up required on on-going projects (e.g. GreenCities, RECLAIM, HealthySailing), financial claims and reporting, as well as maintaining current ongoing actions such as newsletters, webinars, social media etc.

Supplementary Information

- The role will require the post-holder to liaise closely with post-award research support services to, for instance, ensure that timesheets and budget spend are appropriate.
- This is an on-site position based at the University of Surrey, requiring daily attendance.

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, or, plus an experience in similar or related roles.

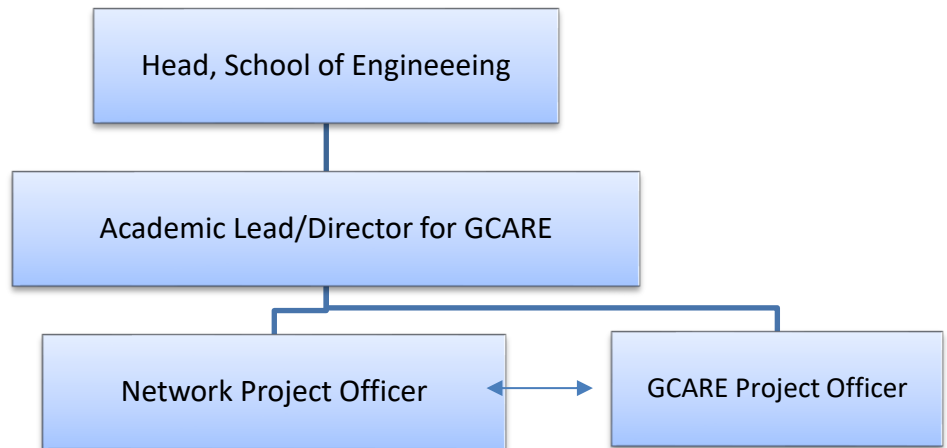
Or:

E

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		
Experience of Project Management in HE, industry or research environment		E
Professional project management qualification e.g. PRINCE2		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 building collaborations and growing networks	D	n/a
Experience in administration and coordination of large projects	E	3
Experience of negotiating at senior level and partners	D	n/a
Practical and project management experience	D	n/a
Excellent ICT skills and experience with relevant project management software	D	n/a
Experience of financial forecasting	D	n/a
Knowledge of website development software	D	n/a
Special Requirements:		Essential/Desirable
Willingness and ability to work outside of regular office hours when required		E
Must be prepared to travel throughout the UK and internationally		E
Good working knowledge of the HE Sector		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
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		2
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision-Making Skills		3
Managing and Developing Performance		3
Creative and Analytical Thinking		3
Influencing, Persuasion and Negotiation Skills		3
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		

Background Information The Global Centre for Clean Air Research (GCARE) is hosted within Department of Civil & Environmental Engineering. It is a multidisciplinary centre with a number of ongoing projects supported by UKRI (EPSRC, NERC, ESRC), Innovate UK, European Commission and industrial partners. Details can be seen here: <https://www.surrey.ac.uk/global-centre-clean-air-research/projects>. The centre has around 20 researchers at PhD/post-doctorate level, visiting researchers and actively researching and bidding for research grants to sustain its research activities and sets itself as one of the leading research centres in the UK and internationally.

Department Structure Chart



Relationships

Internal

- GREENIN Micro Network Plus PI/Director
- Faculty of Engineering and Physical Sciences academic and professional services staff
- Research and Innovation Services
- Technology Transfer Office
- Incubation & Enterprise
- Research Administrative Coordinator and Research fellows in GCARE
- Institute of Sustainability Director/members & Surrey academic partners in GREENIN

External

- GREENIN co-investigators
- GREENIN academic, non-academic, NGOs and industrial partners
- Applicants for GREENIN funded projects and ECR exchanges
- New members of GREENIN
- GREENIN Advisory Group members
- EPSRC/UKRI