

Post Details		Last Updated: 06/02/2026			
<b>Faculty/Administrative/Service Department</b>	Faculty of Engineering and Physical Sciences, Department of Civil & Environmental Engineering				
<b>Job Title</b>	GCARE Project Officer				
<b>Job Family</b>	Professional Services	<b>Job Level</b>	4		
<b>Responsible to</b>	GCARE Director				
<b>Responsible for (Staff)</b>	N/A				

**Job Purpose Statement**

To take responsibility for the development of new research proposals and the operational management and delivery of a range of projects and initiatives for maximising the impact and income to the department.

**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)

**N.B. The above list is not exhaustive.**

1. **Identify opportunities and develop proposals:** Proactively identify funding opportunities and develop new research proposals, ensuring successful submission to generate new income.
2. **Project management:** Effectively manage ongoing projects by clearly defining project aims, objectives, deliverables, and milestones, ensuring timely and high-quality delivery.
3. **Communication and Dissemination:** Maintain the GCARE's social media presence, website and Guildford Living Lab activities, while supporting dissemination, science communication, and student exchange activities.
4. **Partnership development:** Consolidate existing partnerships, expand collaborations, and initiate new project partnerships both internally and externally.
5. **Project monitoring and control:** Establish robust mechanisms to track, monitor, and control project delivery, ensuring compliance with funding guidelines and successful project outcomes.
6. **Report preparation and copy-editing:** Prepare reports, copy-edit project deliverables, and highlight any deviations from agreed deliverables to the GCARE and Sponsors. Recommend and implement appropriate solutions to address variances.
7. **Evidence for financial claims:** Determine, collate, and submit the necessary evidence required for financial claims.
8. **Audit and evaluation coordination:** Coordinate project audits and evaluations, ensuring all required documentation is prepared and in place.

**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**

- Working independently and proactively with the GCARE team and colleagues within and outside university.
- The post holder will be responsible for promoting and supporting the research income sustainability plan for the centre.
- The post holder will have a clear view on relevant research funding opportunities and prepare actionable information that can be used to respond to such opportunities and associated proposals to final submission.
- The post holder will work on multiple concurrent tasks ensuring that deadlines and objectives are met.

**Problem Solving and Decision Making**

- The post holder will have the independence to make key recommendations based on their knowledge, experience and judgement. Where required and at points of complexity they will be supported by the GCARE Director to identify key priorities.
- The post holder will be required to balance the needs of research priorities and will have outstanding relationship building and interpersonal skills.
- The post will provide a critical research presence for GCARE. The success of the role depends upon the ability of the post holder to build and maintain close working relationships with researchers and staff within and beyond GCARE team.

**Continuous Improvement**

- The post-holder will look at learnings from other colleagues and use their knowledge to build and implement innovative plans in support of our research priorities and agreed KPIs.

**Accountability**

- The post holder will have autonomy to develop research support whilst taking strong direction and management from the Director of GCARE. They will also be responsible for identifying core gaps in industrial research in the air quality area and explore opportunities for funding.

**Dimensions of the role**

- The post holder may have budgetary responsibility for managing the ongoing research projects to ensure that the team is able to prioritise expenditure against key items within project budgets and time.

**Supplementary Information**

- NA

**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**

Educated to Degree level or equivalent

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

A track record in supporting the development of strategic research planning and the ability to translate into specific focused action plans

E

3

Experience of planning and progressing activities within general guidelines, using initiative and judgement without reference to others

E

3

Knowledge of air quality and climate research and proposal development in multidisciplinary research areas

D

n/a

Practical and project management experience

D

n/a

Relevant experience in an industrial or research environment

D

n/a

**Special Requirements:**

Essential / Desirable

Must be prepared to travel throughout the UK and internationally

E

**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

2

Customer/Client service and support

2

Planning and Organising

3

Continuous Improvement

2

Problem Solving and Decision Making Skills

3

Managing and Developing Performance

1

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skills

2

Strategic Thinking & Leadership

n/a

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 Information** The Global Centre for Clean Air Research (GCARE) is hosted within School of Engineering at the university of Surrey. It is a multidisciplinary centre with a number of ongoing projects supported by UKRI (EPSRC, NERC, ESRC), Innovate UK, European Commission and industrial partners. The centre has around 16 researchers at PhD/post-doctorate level 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

- The post holder will work closely with the Academic lead for Air Quality (GCARE Director) and the research team of the GCARE.
- The post holder will communicate with undergraduate, postgraduate, PhD and post-doctoral researchers, academic and technical staff from a wide range of disciplines.
- The post holder will liaise with the University's Research Support staff (including pre and post award teams, legal contracts and finance) regarding the funding opportunities,

#### External

- There is a necessity within the post to interact with existing and potential industrial collaborators.
- External international and national collaborators of GCARE
- External contractors and service engineers