Post Details	Last Updated:
Faculty/Administrative/Service Department	Faculty of Arts, Business and Social Science/Surrey Business School
Job Title	Project Specialist

Job Family	Professional Services	**Job Level**	1B

Responsible to	Director of Surrey Academy for Blockchain and Metaverse Applications
Responsible for (Staff)	None

Job Purpose Statement

The Project Specialist provides operational support to research development, funding coordination, and external engagement activities within the Surrey Academy for Blockchain and Metaverse Applications (SABMA). The role supports the coordination of research initiatives, documentation processes, and stakeholder engagement activities that contribute to the development of funded projects and collaborative partnerships.

Working within a research and innovation environment, the post holder assists with funding intelligence monitoring, proposal documentation, and coordination between academic staff, industry collaborators, and internal stakeholders. The role contributes to maintaining organised documentation, tracking funding opportunities, and supporting research initiatives in areas such as artificial intelligence, blockchain, immersive technologies, and creative industries.

Key Responsibilities

This section outlines the core responsibilities of the post; it is not intended to be an exhaustive list.

1. Support the identification and tracking of relevant research funding opportunities from UKRI, Innovate UK, and other national and international programmes.

2. Maintain records of funding opportunities, application deadlines, and submission timelines to support research planning within SABMA.

3. Assist with preparation of research proposal documentation, including supporting materials, impact narratives, and alignment with funding requirements.

4. Coordinate research documentation such as whitepapers, technical summaries, and supporting materials for research initiatives and publications.

5. Conduct background research and ecosystem mapping across sectors including artificial intelligence, blockchain, immersive technologies, and creative industries to identify relevant stakeholders and potential collaborators.

6. Provide coordination support between academic staff, industry partners, and internal teams to ensure timely communication and tracking of project activities.

7. Maintain records related to governance, compliance documentation, and reporting requirements associated with research initiatives.

8. Support the organisation of meetings, workshops, and collaborative activities linked to SABMA research and innovation projects.

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

Planning and Organising
- The role involves organising and coordinating a range of administrative and research support activities. Work is planned around funding deadlines, documentation requirements, and research project timelines.
- The post holder is responsible for maintaining organised records, tracking multiple tasks, and ensuring timely completion of assigned activities. Work priorities are normally set by the Director of SABMA or academic staff leading specific initiatives.

Problem Solving and Decision Making
- The role involves resolving routine operational issues related to documentation, scheduling, information gathering, and coordination between stakeholders.
- The post holder exercises judgement in prioritising tasks, ensuring accuracy of documentation, and gathering relevant information required for research proposals or collaborative initiatives. More complex issues or strategic decisions are referred to the Director of SABMA.

Continuous Improvement
- The post holder contributes to improving internal processes related to documentation management, funding tracking, and coordination of research activities.
- This may include developing improved templates, maintaining organised information systems, and supporting efficient communication across research and industry initiatives.

Accountability
- The Project Specialist is responsible for ensuring that assigned tasks are completed accurately and within agreed timelines. The role contributes to maintaining organised documentation, effective communication between stakeholders, and the coordination of activities supporting research and funding initiatives.
- The post holder works under the guidance of the Director of SABMA and academic staff involved in research initiatives.

Dimensions of the role
- The role does not include line management responsibilities.
- The post holder supports multiple research and collaboration initiatives simultaneously and contributes to the preparation of documentation and coordination activities that support research funding applications and partnerships.

Supplementary Information
- The role requires strong organisational skills, attention to detail, and the ability to work effectively in a research environment that involves collaboration between academic staff, industry partners, and institutional stakeholders.
- As SABMA operates in rapidly evolving technology domains such as artificial intelligence, blockchain, and immersive technologies, the role requires the ability to gather information, track developments, and support coordination across a range of research initiatives.

Person Specification

Qualifications and Professional Memberships	
A relevant undergraduate degree or equivalent experience.	Essential
Evidence of interest or experience in research support, project coordination, or innovation activities.	Desirable

Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Strong organisational and coordination skills.	E	3
Ability to manage multiple tasks and deadlines.	E	3
Strong written communication skills.	E	3
High attention to detail in documentation and information management.	E	3
Familiarity with research or innovation environments.	D	2
Awareness of UK or EU research funding programmes.	D	2

Understanding of emerging technology sectors such as artificial intelligence, blockchain, immersive technologies, or creative industries.	D	2

Core Competencies	Level 1-3
Communication	3
Adaptability / Flexibility	3
Planning and Organising	3
Continuous Improvement	3
Creative and Analytical Thinking	3

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 Surrey Academy for Blockchain and Metaverse Applications (SABMA), based within the Faculty of Arts, Business and Social Sciences, is a new interdisciplinary initiative positioned at the forefront of emerging technologies. It focuses on translating cutting-edge research in AI, Web3.0, and Metaverse into real-world applications, addressing complex societal and commercial challenges through global innovation collaboration.

Relationships

Internal

- Director of SABMA - Provides direction and oversight for research initiatives, funding priorities, and collaborative activities. The Project Specialist supports coordination of activities and documentation related to these initiatives.

- Academic Staff and Principal Investigators - Work closely on research development activities, proposal preparation, documentation coordination, and project related communications.

- Research and Innovation Services - Collaborate on funding processes, proposal submissions, and compliance with university research funding procedures.

- Surrey Business School Professional Services Teams - Engage with administrative teams including finance, communications, and operations where coordination is required for research activities and events.

External

- Industry and Technology Partners - Support coordination of communication and documentation related to collaborative initiatives with companies and organisations working in areas such as AI, blockchain, immersive technologies, and creative industries.

- Research and Innovation Networks - Monitor and support engagement with national and international research and innovation ecosystems connected to emerging technology sectors.

- Funding Bodies and Programme Organisations - Support coordination of documentation and communications related to research funding programmes such as UKRI, Innovate UK, Horizon Europe, and other international funding opportunities.