Post Details		Last Updated: 17/03/20
Faculty/Administrative/Service Department	Faculty of Arts and Social Sciences (FASS)	
Job Title	ESRC Impact Acceleration Account (IAA) Project Officer	
Job Family	Professional Services	**Job Level** 3
Responsible to	ESRC IAA Manager	
Responsible for (Staff)	No staff currently report to this post	

Job Purpose Statement

The post holder will provide project and programme management support to the Economic and Social Research Council (ESRC) Impact Acceleration Account (IAA) team, and to the ESRC IAA Manager, as well as working with colleagues delivering and supporting the other UKRI IAAs that the University currently holds (e.g. the Engineering and Physical Sciences Research Council (EPSRC) and Science and Technology Facilities Council (STFC) IAAs and the Medical Research Council (MRC) Confidence in Concept (CIC) grant) in order to ensure coordination and synergies across the projects. The post holder will have the opportunity to work on delivering a range of activities and initiatives to support the aims and objectives of Surrey's ESRC IAA and more broadly the research and impact environment for the social sciences at the University of Surrey. This role is fully funded from the ESRC IAA budget and will be fixed term to the current end date of the ESRC IAA (31/03/23).

The role will have a particular focus on supporting the operational and project management of the delivery of the ESRC IAA. The post holder will support the ESRC IAA Manager by providing high-skilled coordination and administration activities to enable the delivery of the ESRC IAA aims and objectives, by promoting the opportunities of the ESRC IAA to researchers within the University and to potential external partners, and by liaising with the University Finance teams in order to maintain ongoing overview of the budget and to facilitate the provision of current financial reports where required. The post will support academics in identifying appropriate streams of IAA activity with which to engage, and signposting academics to appropriate internal and external resources to support their generation of impact from social science research at the University. Working closely with the ESRC IAA Manager, the post holder will contribute to the impact support and provision of the ESRC IAA, by arranging external speakers, workshops, coaching sessions and developing in-house toolkits, resources and online materials to support the ESRC IAA's objectives around culture change and sustainability. The role will also provide support to any additional ESRC-funded initiatives which are applied for and delivered through the ESRC IAA during the life of the project (e.g. ESRC IAA/DTP Accelerating Business Collaboration scheme 2020-21). The post-holder will also provide support to the broader Faculty research and innovation agenda if required.

The portfolio of projects this post will support may vary in response to the changing needs of the ESRC IAA, and will be driven by the requirements of the ESRC and the University's own research and innovation strategies.

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)

1. To provide project support and administration for the delivery of the ESRC IAA as a whole, and for individual IAA-funded projects, in order to ensure the successful delivery of projects to agreed outcomes, timeframes and budgets, including oversight and management of budgetary requirements;

2. To support the planning and delivery of impact events, workshops, training, networking and any other activities organised by the ESRC IAA to support impact generation within the University from social science research;

3. To manage the administration and delivery of internal funding calls from within the ESRC IAA, including promotion, assessment and award, ensuring compliance with necessary criteria and eligibility requirements both internal and external (ESRC);

4. To support the ESRC IAA Manager in developing internal resources to promote impact creation amongst the academic community, maintain IAA-related social media accounts, and promoting research impact on internal and external webpages;

5. To support the ESRC IAA Manager with gathering data and evidence for formal reporting requirements to the ESRC funder and internally, compiling reporting paperwork for submission including the compilation of impact case studies to promote the achievements of the ESRC IAA;

6. To gather and analyse evidence from project outcomes in order to support the ESRC IAA Manager in the creation of ongoing programme management and continuous improvement in delivery of the ESRC IAA;

7. To provide support in a secretariat capacity to the governing groups for the ESRC IAA, managing the administrative organisation and record keeping for these groups, attending key meetings as required, taking minutes and providing information and advice to the Chairs, and also to support coordination across the wider UKRI IAA project delivery within the University;

8. To act as initial point of contact for enquiries relating to the ESRC IAA, whether internal or external, answering requests for information, or referring for more expert opinion when required;

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 is expected to manage their day to day workload with relative autonomy.
- The post holder will deal with planned and unplanned tasks on a daily basis and be expected to prioritise tasks and the varying elements of the role with minimal referral to their line manager.
- Strong organisational skills are needed to oversee and support the variety of activities delivered through the ESRC IAA, and to ensure delivery against different deadlines and timelines.
- There is scope for the post holder to apply judgment and initiative when managing their workload, including determining short-term priorities and responding to overall requirements, in addition to managing their own responsibilities where necessary.

Problem Solving and Decision Making .

- The post holder is expected to work in a pro-active manner and to decide how to achieve the desired results, generally basing decisions on their work objectives, priorities and their professional experience.
- The post holder will have the ability to research, analyse data, policies and evidence, and to suggest how best to distil and communicate this with support from the ESRC IAA Manager and the wider UKRI IAA team.
- The post holder is expected to refer complex problems and issues which fall outside the remit of their role, to their line manager for guidance, putting forward recommendations where necessary.

Continuous Improvement

- The post holder is expected to exercise sound judgment, demonstrate initiative and identify and make recommendations for improvements, in consultation with their line manager.
- The post holder will show initiative and resourcefulness in recommending improvements in processes, and discuss these with their colleagues in the URKI IAA teams, and directly with their line manager.

Accountability

- Under the guidance of the ESRC IAA Manager, the post holder is required to work proactively and with minimal supervision, and is accountable to the ESRC IAA Manager (and the PI for the ESRC IAA) for their broad portfolio of work.
- Where the post holder is working on specific projects, they will deliver these as set out by the ESRC IAA Manager or other relevant project lead from within the University.
- At times, the post holder may be the initial point of contact (i.e. for general queries relating to the ESRC IAA) for specific projects or sub-projects, and the post holder will be expected to give professional and accurate information to colleagues from professional services and academic departments where they are able to do so, or to forward to the ESRC IAA Manager or other colleagues as relevant.
- Failure to escalate concerns or difficulties in project delivery may affect the performance of the ESRC IAA as a whole.

Dimensions of the role .
- The University has over 1,400 research and teaching staff. While the post holder is likely to have direct contact with some academic staff during any given period through specific projects, they may also have indirect contact with a wider academic audience through their work. They will also be expected to work closely with other professional services staff who support the delivery of social science research and impact across the different Departments and Schools within the University.
- The ESRC IAA currently sits within the Faculty of Arts and Social Sciences (FASS), reporting to the PI of the ESRC IAA and the two Co-Is for delivery of the IAA project as a whole. The ESRC IAA team work closely with the project teams supporting and delivering the other UKRI IAAs that the University currently holds, and with the wider Technology Transfer Office (TTO) and Research and Innovation Services (RIS) teams that support the University's research and innovation activity and the delivery of the University's research and innovation strategies.
- No staff currently report to the role, and there is no specific budgetary responsibility.

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	
HNC, A level, NVQ 3, HND level or equivalent with a number of years' relevant experience. Or: Broad vocational experience, acquired through a combination of job-related vocational training and considerable on-the-job experience, demonstrating development through involvement in a series of progressively more demanding relevant work/roles.	E
Professional project management qualification e.g. PRINCE2 or demonstrable evidence of an understanding of project management methodologies	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 planning and progressing activities, projects within general guidelines, using initiative and judgement without reference to others	E	3
Proficiency in IT systems, including Microsoft Office, and Excel in particular	E	3
Ability to research, interpret and present information within a specific brief	E	2
Practical and relevant project and budget management/administration experience	E	1
Experience or engagement with the Higher Education research environment	D	n/a
Experience or engagement in knowledge exchange, impact assessment in the third sector, or public engagement in research	D	n/a

Special Requirements:	**Essential/ Desirable**
Willingness to work longer/flexible hours as necessary to meet deadlines, and to travel including occasional overnight stays.	E

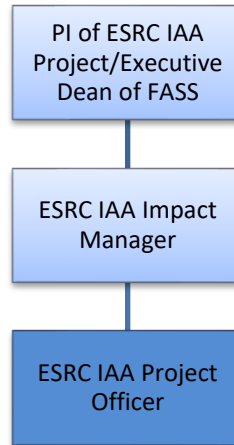| **Core Competencies** This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	**Level 1-3**
Communication	3
Adaptability / Flexibility	2
Customer/Client service and support	2
Planning and Organising	3
Continuous Improvement	2
Problem Solving and Decision Making Skills	2
Managing and Developing Performance	n/a

Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	1
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 Faculty: The Faculty of Arts and Social Sciences brings together scholars and students from across a n extraordinary range of academic disciplines in a learning community that is dedicated to the discovery and enrichment of the arts, humanities and social sciences. The Faculty has demonstrable contributions to societal impact, shaping how we live and interact in society, this includes but is not limited to research in, digital platforms, translation and interpreting, sustainability, morphology, behavioural economics, families and prisons, cyber-crime, gender and security.

The Faculty has significant opportunities for capturing new research grant income, generating strong research outputs and developing impactful research to contribute to the mission and aims of the University's new corporate strategy.

The Faculty of Arts and Social Sciences comprises nine schools and departments: Economics, Hospitality and Tourism Management, Guildford School of Acting, Music and Media, Law, Literature and Languages, Politics, Sociology and Surrey Business School.

The Project: The Economic and Social Research Council (ESRC) has announced that the University of Surrey is one of 26 successful research organisations across the UK to be awarded funding for an Impact Acceleration Account (IAA). This ESRC IAA fund will see the University receive £900,000 to spend on generating more ambitious and valuable impacts from its portfolio of prestigious social science research.

The funding, to be spent over the next four years, will support University researchers to develop more effective collaborations with businesses, policy-makers and other industry sector groups, increasing the contribution of Surrey social science research to solving societal and economic challenges. Enabling this closer relationship will also lead to more effective co-creation of future research, helping ensure Surrey research is responding directly to current and future societal needs.

The IAA funds will be invested across a specially designed programme of coordinated activities designed to provide a step-change to Surrey's impact generation and knowledge exchange activities. The project is being led by Professor Graham Miller, Executive Dean of the Faculty of Arts and Social Sciences, and Professor of Sustainability in Business in the School of Hospitality and Tourism Management.

Researchers will be able to bid for funds to support exploring new partnerships with businesses and other organisations, and to enable Surrey research to make a difference in society. The IAA will also provide a suite of training and networking activities to participants both within and outside the University, to build capacity to ensure the future sustainability of social science research, knowledge exchange and impact. The result will be better networks for delivering impact and to support future outstanding research achievements.

Department Structure Chart

```
        ┌─────────────────────┐
        │   PI of ESRC IAA    │
        │  Project/Executive  │
        │    Dean of FASS     │
        └──────────┬──────────┘
                   │
        ┌──────────┴──────────┐
        │  ESRC IAA Impact    │
        │      Manager        │
        └──────────┬──────────┘
                   │
        ┌──────────┴──────────┐
        │  ESRC IAA Project   │
        │      Officer        │
        └─────────────────────┘
```

Relationships

Internal

- The post holder will work directly for the ESRC IAA Manager within the Faculty of Arts and Social Sciences, and will also work closely with the Director and Co-Directors of the ESRC IAA.
- The post holder will work closely with other colleagues supporting and delivering the University's UKRI IAA funds and projects, and with colleagues working in the Technology Transfer Office (TTO) and Research and Innovation Services (RIS) delivering support to the University's research and innovation strategies.
- Research Finance, Finance, Events, Marketing and Communications, Doctoral College and Strategic Planning Departments within the University – these may be project partners or stakeholders in ESRC IAA activity.
- The post holder will develop a very diverse network of contacts that will include academic and professional services staff within the organisation. In particular, the post will work closely with Faculty administrative staff, Academic staff and other professional services staff supporting research and innovation.

External

- The post holder will support and assist the developing of relationships with both new and established University partners from business, industry, policy and the third sector, and with a wide variety of research user communities, both through IAA-funded project awards and through the networking and Public Engagement initiatives delivered by the ESRC IAA.
- The post holder will support the ESRC IAA Manager in the building of the ongoing relationship with the ESRC and the ESRC's IAA team.
- Project Officers (or equivalent post) at other universities within the ESRC IAA cohort, to share best practice, build a network of contacts and engage in sector-wide discussion.