

Job Description: Professional Service Positions

|  |  |
| --- | --- |
| **College/School:** | Research and Knowledge Exchange Service |
| **Job Title:** | Impact Project Officer |
| **Department/Subject:** | Knowledge Exchange  |
| **Salary:** | £30,497 - £34,304 per annum (pro-rata if part time) together with USS pension benefits.The normal expectation is that the successful applicant will be appointed to the minimum of the scale with annual increments on 1 October each year (subject to completing six months service). |
| **Hours of work:** | Part-time (28 Hours per Week) |
| **Contract:** | Fixed Term until 31st March 2028 |
| **Location:** | This position will be based at the Singleton Campus, Swansea. The post holder may be required to work across the University sites as required and occasionally travel within the UK |

|  |  |
| --- | --- |
| **Introduction** | To deliver its sustainable top 30 ambition Swansea University needs a professional services workforce with the differentiated skills necessary to ensure that it can deliver excellence through efficient and effective systems and processes that harness innovations in technology.Research at Swansea University endeavours to positively contribute to global societal challenges through the impact of its research. Impact is the difference our research makes to society; the influence we have on individuals, communities, industry and policy development; the benefits and changes that our research activities deliver.Our ambition is to further increase the quality, scale and impacts of our research, cementing a position among the UK’s top 20 research-intensive institutions, with productive partnerships with globally leading businesses and higher education institutions. We are seeking a high-quality person who wants to join us on this exciting journey.We are seeking to appoint an enthusiastic and efficient Impact Project Officer to work as a key member of the Knowledge Exchange team in the Research and Knowledge Exchange Service ~~REIS~~. One of the key priorities will be to support the delivery of the portfolio of the ESRC Impact Acceleration Account UKRI funded programme and will be responsible for managing discrete areas of the IAA initiative and for providing comprehensive support across all its areas, including financial monitoring, communications, administration, event planning and project monitoring. |
| **Background information** | Creating real world impact from our research is a key mission for every university and researcher and this post is key within the ~~REIS~~ Research & Knowledge Exchange Service team in supporting the development and acceleration of this activity across the University. This role will cover supporting the ESRC Impact Acceleration Account (IAA) alongside other UKRI Impact Acceleration Funded initiatives from the Engineering and Physical Research Council (EPSRC), the Medical Research Council (MRC), the Arts and Humanities Research Council (AHRC) and any further UKRI IAA awards. These programmes support innovative approaches that will transform the impact of Swansea University’s research portfolio. The Role will also support wider Impact support and development activities across the university in collaboration with the Research & Knowledge Exchange Service Impact team. Main IAA activities will be achieved through prioritising research areas supported through the ESRC funding mechanisms in the first instance. Targeted activities include: |

|  |  |
| --- | --- |
|  | * Appointment of outreach and development staff with a remit to foster enhanced relationships with end users of the University’s research;
* Providing professional training and development opportunities for researchers and industrial partners;
* Secondments from and into industry to broaden engagement with industrial research partners;
* Marketing and promotion of ESRC, EPSRC, MRC and AHRC research portfolios and impact-related opportunities;
* A series of forums and sandpit events to facilitate improvements to impact delivery through sharing best practice and identifying opportunities to develop new synergies for achieving impact;
* administering the Research Impact Funds (RIF)- Seedcorn, collaborative and commercial feeder funding to stimulate new opportunities for achieving impact
* Instigating an institution-wide impact award scheme to recognise and celebrate research impact.
 |
| **Main Purpose of Post** | 1. Line managed by the faculty Impact Manager, the post holder will work closely with the Associate Deans for Research, Innovation and Impact (ADRIIs) to support the delivery of the ESRC funded IAA project deliverables.
2. To support the development and dissemination of a University impact strategy and help co-ordinate an institutional-wide Research & Innovation (impact) award scheme and award ceremony
3. Co-ordinate a series of forums and sandpit events to bring researchers together to explore new opportunities for achieving impact;
4. Develop training opportunities (including media training) for researchers and Post graduate Researchers to improve the communication of research impact through public engagement and the media;
5. Collaborate with other ESRC, EPSRC, MRC and AHRC programmes and other IAA funder programmes to prioritise areas for support and to encourage exploitation of research.
6. Work alongside colleagues to oversee an efficient and effective system for recording and monitoring grant awards and expenditure made through the RIF and collate and prepare financial records from QL (University’s budget management system).
7. Establish and maintain a systematic approach to capturing, recording and monitoring Impact projects and IAA award outputs, networks and key points of engagement,
8. Inform and create comprehensive records of outputs and evaluations- this will involve responsibility for liaison with Impact and IAA researchers and their teams to chart project progress, compile and disseminate case studies
9. Work alongside the Strategic Partnerships Lead, Impact Manager ~~Impact Manager~~ and IAAs Steering Groups and Sub Groups to contribute to the development of an active Impact and IAA network by being pro-active in promoting the Impact Acceleration Account to colleagues and, where appropriate and able, help internal and external contacts to develop knowledge, understanding and form relationships to enhance projects and collaborations.
10. To act as a primary point of contact for Swansea University’s ESRC IAA programme and other Impact development activities.
11. Establish a schedule and mechanism for regular internal communication about IAA progress, achievements and best practice examples and other impact support opportunities.
12. Undertake an evaluation of the IAA Project’s activities and outputs and contribute to project reports.
13. Arrange and book meetings and hospitality, prepare and distribute meeting agendas and minutes, maintain and order stationary supplies, paper and on-line filing, photocopying and general project administration as necessary
 |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies
2. To promote equality and diversity in working practices and to maintain positive working relationships.
 |

|  |  |
| --- | --- |
|  | 1. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.
2. Any other duties as directed by the Head of College / Department or their nominated representative expected within the grade definition.
3. To ensure that risk management is an integral part of any decision-making process, by ensuring compliance with the University’s Risk Management Policy **Grades 7 and above.**
 |
| **Professional Services Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values- [Professional Services Values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.**We are Professional**We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality**We Work Together**We take pride in working in a proactive, collaborative environment of equality, trust, respect, co- operation and challenge to deliver services that strive to exceed the needs and expectations of customers.**We Care**We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience.Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. |
| **Person Specification** | **Essential Criteria:****Values:**1. Demonstrable evidence of taking pride in delivering professional services and solutions
2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers
3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience

**Qualifications:**Educated to degree level or demonstrate comparable professional standing or equivalent experience**Experience:**1. Event preparation, coordination or event management experience
2. Experience of providing administrative support to service groups and committees
3. Proven experience of working collaboratively within a Higher Education environment

**Knowledge and Skills:**1. Ability to create, evaluate and adapt administrative systems and procedures
 |

|  |  |
| --- | --- |
|  | 1. Excellent organisational skills – the ability to plan collaboratively and effectively, coordinate and monitor multiple tasks and/or complex events and schedules within resource constraints and deadlines
2. Excellent written, oral and presentation communication skills
3. Evidenced enthusiasm for and commitment to high-quality service provision
4. Competence and confidence in managing and reporting on project finances, budgets and output performance targets
5. Evidenced ability to use initiative, be proactive and solve problems
6. Ability to actively contribute to a team and motivated to work unsupervised
7. High level of keyboard competence with a thorough knowledge of Microsoft Office systems including Word, Excel and Power Point

**Desirable Criteria:**1. Ability to create and maintain web pages
2. Awareness and some understanding of the strategic and operational drivers, and under-pinning requirements, of research in Higher Education, especially those relating to research impact and commercialisation
3. Ability to communicate through the medium of Welsh
 |
| **Additional Information** | Informal enquiries: Can be directed to: Kate Spiller, Impact Manager: k.spiller@swansea.ac.uk |

