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| Last updated: | 19 June 2020 |

**JOB DESCRIPTION**

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| Post title: | **Transformation Manager, TAS-UK** | | |
| School/Department: | Faculty Operating Service | | |
| Faculty: | Faculty of Engineering and Physical Sciences | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Head of Operations, TAS-UK | | |
| Posts responsible for: |  | | |
| Post base: | Office-based | | |

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| Job purpose |
| Lead the planning and coordination of the TAS-UK Hub’s marketing activities, coordinate a programme of **events**, oversee the hub’s **marketing strategy**, and **develop TAS-UK Hub partnerships** with members of the advisory network, industrial and other partners; work with research and innovation services (at partner institutions) to **identify appropriate exploitation opportunities** and determine potential new domains for TAS-UK. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Marketing the TAS-UK Hub**   * Lead the planning and coordination of the TAS-UK Hub’s marketing activities using specialist knowledge to carry out detailed assessment and analysis and to recommend appropriate solutions. * Define the marketing deliverables, tasks, resource requirements and development of the Hub’s marketing plans in consultation with the Executive Committee and working in close liaison with all stakeholders including, members of the advisory network, industrial and other partners, and research and innovation services (at partner institutions). * Manage the implementation of the agreed marketing plan and associated activities, including the TAS-UK Hub Industrial Fellowship Scheme, coordinating input from Hub staff where appropriate and provide evaluations and assessments of marketing activities undertaken * Manage and monitor the marketing budget, resources and related financial processes within TAS-UK Hub conditions and University regulations, providing reports and updates where required to the Head of Operations, TAS-UK, and ensuring that the Hub’s marketing budget and resources are effectively and appropriately managed. * Develop, manage and maintain a TAS-UK Hub website, social media accounts and identify media opportunities, providing content and working closely with Faculty and University colleagues to ensure effective distribution * Monitor and report on progress to all stakeholders including any problems/solutions, implementing and managing changes to achieve marketing goals. | 45% |
|  | **Events**   * Collaborate with partners/stakeholders to develop, organise, co-ordinate and attend national and international events such as workshops, conferences, exhibitions and meetings. * Responsibility for managing the TAS-UK Events budget, ensuring effective use of resources * Ensure robust post-event evaluation processes are undertaken and follow up any emerging leads | 20% |
|  | **Partnerships and Management Information**   * Build effective working relationships with the TAS-UK Hub partners, members of the advisory network, industrial and other partners and all relevant external organisations * Produce management information, reports, briefings and presentations as required to inform and update relevant members of the TAS-UK Hub and wider stakeholders * Develop and manage an electronic database of TAS-UK Hub information and manage the co-ordination of the dissemination of research output and reports | 20% |
|  | **Support exploitation opportunities and Impact**   * Support all partners in identifying their exploitable knowledge to transfer technology to the commercial sector, working with enterprise and innovation offices in collaborating universities thus achieving Pathways to Impact as identified in the Proposal * This may include production of a textbook, short course development, creation of technology demonstrators, public engagement events, spin-out companies, developing future researchers and leaders, and other methods identified by the EMT. | 10% |
|  | * Any other duties as allocated by the Head of Operations following consultation with the post holder. | 5% |

| Internal and external relationships |
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| * Working closely with the Director and Operations Manager as well as Senior Academic staff (both internal and external) * Manage relationships with Faculty and Central Administration, Faculty Finance, FOS * Actively engage with members of the external Advisory Boards (Senior International Academics) and industrial partners (Board level) in relation to events, meetings, exchanges and guest lectures. |

| Special Requirements |
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| * Able to travel within the UK (occasionally internationally) to attend TAS-UK Hub events. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | * Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification. * Proven experience of planning and progressing marketing activities within professional guidelines and/or organisational policy. * Able to apply an awareness of principles and trends in marketing and an awareness of how this affects activities in TAS-UK Hub. | * Membership of a relevant professional body. * Proven experience in marketing/events. * Experience and specialist knowledge of the use of UKRI research output system, researchfish and managing programme wide research output. * Knowledge of the HE sector. |  |
| Planning and organising | * Proven organisational ability and ability to work to strict deadlines and manage multiple project themes at one time. * Ability to plan and organise individual and/or team activity with an appreciation of longer term issues, ensuring plans complement and feed into broader operational plans. |  |  |
| Problem solving and initiative | * Proven ability to quickly assimilate new and complex information in a rapidly changing research environment and make well informed judgements using specialist knowledge to analyse complex problems and recommend solutions/plans of action. * Shows initiative and demonstrates a ‘can-do’ approach; anticipates and deals with problems. * Strong ‘critical thinking’ and analytical skills. |  |  |
| Management and teamwork | * Able to proactively work with colleagues in other work areas to achieve outcomes. * Strong leadership abilities and a track record developing effective working relationships with people at many different levels. | * Experience of Matrix Management environments. |  |
| Communicating and influencing | * High level of written and verbal communication skills including the ability to present complex information in a concise and user-friendly way. * Excellent communication and interpersonal skills are essential, as is the use and maintenance of confidentiality at all times. * Able to persuade and influence in order to foster and maintain relationships. * Able to resolve tensions and difficulties as they arise. | * Previous experience in running and updating websites, using social online media for dissemination and composing annual reports and newsletters. |  |
| Other skills and behaviours | * Attention to detail within reports, articles and management information. * Proven track record of good customer service delivery and planning. * Experience of managing a budget and financial planning. |  |  |
| Special requirements | * Collaborative, proactive and innovative with a flexible approach to the role * Commitment to professional development and the maintenance of technical knowledge and expertise. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |