**JOB DESCRIPTION**

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| Post title: | **C-PIC Impact Manager** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2439/99 | | |
| School/Department: | Optoelectronics Research Centre | | |
| Faculty: | Faculty of Engineering and Physical Sciences | | |
| Career pathway: | MSA | Level: | 5 |
| Post responsible to: | Head of Business Operations | | |
| Post title(s) responsible for: | *N/A* | | |
| Post base: | Office Based | | |

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| Job purpose |
| The Cornerstone Photonics Innovation Centre (C-PIC) is a national Innovation & Knowledge Centre (IKC) creating an ecosystem for the translation of silicon photonics research from laboratories into industry. This role will suit you if you are passionate about supporting cutting-edge research and innovation and enjoy setting up an implementing an organisational structure that ensures efficient and effective distribution of funds through engagement with stakeholders and fund awardees.  As an experienced manager you will have the opportunity to work with the C-PIC team to:   * Lead a portfolio of impact activities including, C-PIC funding programmes, commercialisation support, ecosystem development and external engagement. * Manage and coordinate reporting and evaluation systems, for C-PIC Key Performance Indicators (KPIs), and annual reports required by the Funder and external advisory and assurance boards. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Management of Funding Schemes**  Your primary aim will be to ensure the effective operation of the C-PIC flexible funding schemes which will allocate £2m to groups across the UK.  To achieve this, you will lead C-PIC funding schemes in line with C-PIC strategy and delivery and operational plans and manage, co-ordinate and deliver a programme of activities to ensure funding schemes are used in line with funder requirements.  Your specific aims will be to:   * Build and manage relationships with funders to develop deep understanding of the funding requirements in terms of eligibility, costs and evidence of the effectiveness of the funding programmes. * Adapt and improve processes in response to feedback from funders, assurance and advisory boards. * Design, plan and manage the funding call and award process to enable fair and transparent allocation of funding to proposals. This will include: governance, planning and scheduling, preparation of call guidance, promotion, application, review and monitoring process. * Manage and monitor flexible innovation funding resource within the C-PIC programme * Identify risks and mitigations in the context of funding external partners including management of subsidy control requirements * Develop metrics and reporting mechanism to gather the information that will form the basis for reports and/or communication the funder and other stakeholders. * Engage with awardees to enable on going management and monitoring of finances at project and programme level * Promote and disseminate schemes to stakeholders and project members, including presentations at external events * Provide mentoring/training to wider impact team members on your funding scheme management | 40 % |
|  | **Reporting and Analysis**  You will lead the development of and implementation of reporting systems to capture information for reporting C-PIC outputs and progress to include, annual reports, KPIs in line with C-PIC strategic planning and funder requirements.  Your specific aims will be to work with Project Leads to:   * establish and implement a reporting system to enable you to monitor progress against C-PIC strategic plans (commercialisation, communications, equality, diversity and inclusion, career development, responsible research and innovation, horizon scanning) * establish KPI definition and data acquisition * Prepare regular (e.g. monthly) reports for C-PIC governance processes * Use of digital tools to automate workflows | 30 % |
|  | **Relationship Management and Events**  Relationship building is at the heart of this role. You will be supported in undertaking   * Management and onboarding of C-PIC partners (and sub-contractors) involved in delivery of impact activities, including ensuring appropriate procurement processes are followed. * Support and leadership of impact activities where senior representation is required, including external events. * Building collaborative partnerships with other areas of the University to ensure effective delivery of impact activities (e.g. Research and Innovation Services, Finance) | 15% |
|  | **Resource Management**  As an experienced manager you will be provided with resources to ensure you can:   * Develop and implement systems to support the management of resources allocated to, and facilitate the smooth operation of, the processes within C-PIC. * Take responsibility for continuous improvement to processes and for service effectiveness. | 10 % |
|  | **Other**  As a senior colleague we appreciate your willingness to work flexibly including:   * Undertaking other reasonable duties as allocated by the line manager (following consultation with you). * Supporting local Health and Safety, EDI and Southampton Behaviours agendas by promoting key messages work with colleagues to embed them as a way of working. | 5 % |

| Internal and external relationships |
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| As a senior colleague your relationship across the university and beyond are critical to the project’s success. Your relationship building will include:   * C-PIC Strategy Group, Leadership and Delivery Teams, as well as associated Working Groups * UKRI, EPSRC, Innovate UK * Senior staff in professional services, as well as colleagues, especially Finance and RIS both internal (Southampton) and at external organisations with whom C-PIC are collaborating or funding projects * Small, Medium and Large Companies in relevant sectors and Industry and Network organisations * Professional advisers in specialist areas (to assist in opportunity evaluation) * Appropriate funded programme’s (industrial) advisory boards * Senior colleagues in Faculty leadership (Deans, Associate Deans Research & Enterprise, ADOFO, HOFF) and University level leadership (e.g. VPs, Institute and Interdisciplinary Research Directors) for strategic inputs and consistency of policy on impact support and commercialisation * Senior Academics to advise on complex projects provide increasing interactions with business and others and for collaboration opportunities and commercialisation of specific IP * Researchers, innovators, entrepreneurs from the C-PIC members * Service providers such as Events, Communications, Marketing organisations * Board-level directors and senior managers in Industry and other network organisations (e.g. Photonics Leadership Group, ePIXfab, Photonics21, EPIC, Optica, TechUK, Sector Consortia etc) |
| Special Requirements of the Role |
| We appreciate that university roles do not always fit into a conventional working day and therefore we will, following consultation with you, ask you as required to:   * Travel to attend meetings (primarily UK, some overseas) * Be willing to work non-standard hours, as reasonably required, to fulfil the role (e.g. out of hours meetings offsite, conference calls with overseas partners). |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| **Qualifications, knowledge and experience** | * Skill level equivalent to achievement of a professional qualification or postgraduate degree or related qualification, or equivalent experience. * Experience of managing research and/or innovation funding programmes including review processes * Knowledge and experience of operational issues within research environment and HEIs. * Ability to guide and advise colleagues on complex operational issues. * Experience of designing and managing programme reporting systems * Leadership and management skills in intercultural contexts. * Ability to plan, lead and manage major new projects or significant new activities, driving activity to completion while managing details and ensuring plans complement broader organisational strategy. * Project management and coordination of a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context * Ability to take strategic view in a fast-moving and dynamic environment | * Experience of working in a technology or research and development environment |
| **Management and teamwork** | * Team player able to work collaboratively with others to disseminate and share knowledge and information. * Ability to provide expert guidance and advice to colleagues to resolve complex problems. * Ability to lead on design and implementation of solutions and meet the needs of colleagues across a number of organisations. |  |
| **Planning and organising** | * Ability to plan, lead and manage major new projects or significant new activities, driving activity to completion while managing details and ensuring plans complement broader organisational strategy. * Project management and coordination of a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context * Ability to take strategic view in a fast-moving and dynamic environment |  |
| **Problem solving and initiative** | * Ability to identify broad trends to assess deep-rooted and complex issues. * Ability to apply originality in modifying existing approaches to solve problems. * Ability to identify and apply creative solutions, often in the absence of any relevant precedent. * Ability to contribute to the resolution of complex issues whilst under pressure to meet deadlines * Willingness to learn * Ability to set work your own strategies and to work with minimal guidance * Willingness to seek information from internal or external sources as required. |  |
| **Communicating and influencing** | * Ability to persuade and influence in order to foster and maintain relationships. * Ability to resolve tensions and difficulties as they arise. * Good written, presentation and verbal skills, with ability to communicate at a variety of levels including senior managers in large multinationals. * Good inter-personal skills with a wide range of people of different backgrounds, from within and outside the organisation |  |
| **Special requirements (of the postholder)** | * Flexibility to work unusual hours (e.g. if attending, supporting external events). * Willingness to travel on business (mostly UK, some overseas). |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post, with routine hazards?**

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| Yes | This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below. |
| Partly | This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below. |
| No | This is a non office-based post and has some hazards. Please complete the analysis below. |

**HIRING MANAGER**

Please complete this section as accurately as possible to ensure the safety of the post-holder.

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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 |  |  |  |

## - 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.