|  |  |
| --- | --- |
| Last updated: | September.2024 |

**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Civic University Partnerships Officer** | | |
| Standard Occupation Code: (UKVI SOC CODE) | Please see [Occupation Codes (SharePoint.com)](https://sotonac.sharepoint.com/teams/UniversityofSouthampton-VisasandImmigration/SitePages/Occupation-Codes.aspx) to help identify a SOC code.  3543 (tbc) | | |
| School/Department: | Civic University Directorate | | |
| Faculty: | Research and Innovation Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Associate Director, Civic University | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based | | |

|  |
| --- |
| Job purpose |
| To support the development and ongoing management of a portfolio of strategic civic partnerships and provide support for delivery of civic engagement activities and collaborative projects.  To develop and manage promotion and ongoing communication of our civic activities and impact.  To play a key role, in collaboration with Director, Civic University and Associate Director, Civic University in implementing the Civic Strategic Plan and the Civic University Agreement. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | Provide support for the management of the civic strategic plan and Civic University agreement through:  Gathering data and provision of a range of management reports  Monitoring and evaluation of the portfolio of civic activities and projects  Management of informal and formal communications and to disseminate relevant information on progress and impact internally and externally via written reports, presentations, emails etc.  Management of relevant civic projects and activities which help to enhance civic partnerships  Day to day management of the civic communications and engagement plan  Capturing and celebrating the diversity of civic activities delivered by the University | 25 % |
|  | Provide support in developing appropriate governance for the Civic University agenda – always focusing on what is fit for purpose, productive and adds value to all parties. Identify new opportunities for and capture sources of funding for high impact civic activities – appealing across the public, voluntary and private sectors.  Assist with the allocation and management of Civic funds/budget and a “Civic Impact Fund”, with an emphasis on high standards of accountability, transparency, efficiency and strategic fit.  Support engagement with relevant colleagues to maximise efficiency, coordination and evaluation of University-wide student placement programme for the Civic region – a “Rapid Response Research Service”. | 20 % |
|  | To develop and nurture partnerships and collaborations across the University, capturing and developing a portfolio of existing civic activities and identifying opportunities for new ones.  Assist in identifying opportunities to link internal partners with identified external civic partners.  Provide support as required in managing relationships with external civic partners. | 10 % |
|  | Develop and manage an internal communications plan to educate colleagues of the role and activities of Southampton as a Civic University including producing a newsletter and establishing a University-wide Civic Community and helping to establish a Civic University website.  Support the growth of engagement across the University with the civic strategic plan and activities through the development, organisation, promotion, facilitation and evaluation of  events, activities, workshops, training and resources  Communicate, support and encourage the necessary culture changes required for creating an environment in which long-term civic partnerships can be successfully cultivated and flourish. | 10 % |
|  | Register and support recognition and promotion of valuable social and cultural regional Civic Activities being delivered outside of the core Civic Directorate team including:   * Arts, culture and heritage events * Social mobility * Volunteering * Office of Development & Alumni Relations * University of Sanctuary * Other public events * Civically focused in kind contributions of time and expertise (e.g. to GoSouthampton, Southampton Forward, Hampshire Prosperity Board, Southampton Renaissance Board) | 10 % |
|  | To support building engagement with the University’s civic agenda externally to widen our range of civic partners (e.g. business sectors, health and mental health organisations, skills and training providers, environmental organisations, voluntary sector).  Support the development and management of a wide range of communication and activities to achieve this | 10 % |
|  | Identify and attend events relevant to enhancing and promoting our role as a Civic University to spread awareness of Southampton’s Civic impact and increase our network of external civic partners. | 10 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
| --- |
| Internal  Director and Associate Directors, Civic University  Public Engagement in Research Unit Team  Public Policy Southampton Team  University of Sanctuary Team  Centre for the South Knowledge Exchange Fellow  Office for Development and Alumni Relations Officers  Communications Team  External customers  Partnership Officers and Communication Leads in civic partner local authorities, health authorities, regional voluntary organisations and arts, cultural and heritage organisations |

| Special Requirements |
| --- |
| This post involves potential attendance at events and/or meetings outside of normal working hours.  There may be requirements to travel to external events, meetings, conferences usually within the UK. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification or an equivalent level of experience in a similar role.  Ability to build and manage relationships and develop appropriate engagement activities and projects.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.  Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. | Project management experience or qualifications  Familiarity with the economic, geographic, social and cultural characteristics of the central south region (particularly Hampshire, Southampton, Portsmouth and the Isle of Wight) |  |
| Expected Behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role.  ­Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  |  |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy.  Experience of working on grant-funded projects with focus on reaching agreed outcomes  Familiarity with effective methods of target-setting; monitoring and evaluation of projects including ensuring adherence to funding conditions and high standards of accountability  Ability to organise meetings and workshops  Outstanding organisational and time management skills | Experience of successful project management. |  |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Ability to research and gather information, as required  Self-starter – highly motivated able to bring new ideas and new thinking to approaches and ways of working |  |  |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Experience of convening and managing collaboration between a diversity of partners | Experience of successfully managing and developing staff. |  |
| Communicating and influencing | Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation.  Experience in developing and managing communications and engagement plans  Ability and track record of being able to build new networks and contacts and establish strong productive partnerships | Established networks and contacts with key organisations, ideally across the central south region eg among local authorities; the health sector; business/industry |  |
| Other skills and behaviours | Excellent written and oral skills including report writing and recording notes of meetings  Action focused.  Interest in and inspired about the potential of the Civic University of Southampton to make a difference to lives across the region. |  |  |
| Special requirements | The ability to attend events or meetings outside of normal working hours.  Ability to travel to external events within the UK |  |  |

**JOB HAZARD ANALYSIS**

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

|  |  |
| --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |  |