**JOB DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| Post title: | **Network Manager of the UK Gut-Immunology-Brain Axis (GIBA) Network+** | | |
| School/Service: | School of Human Development and Health | | |
| Faculty: | Faculty of Medicine |  |  |
| Career pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | GIBA Network+ Director | | |
| Posts responsible for: |  | | |
| Post base: | Office-based – Southampton General Hospital Campus | | |

|  |
| --- |
| Job purpose |
| To ensure the provision of comprehensive, effective and efficient administrative support to the UK Gut-Immunology-Brain Axis Network+.  The Network Manager will:   * Proactively manage the administrative function of the UK Gut-Immunology-Brain Axis (GIBA) Network+, the delivery of collaborative networking events and provide high-level strategic support to the Director of the Network+ and the Network Leadership team. * Manage the delivery of business-critical services in line with strategic objectives and priorities of the Network+, within the grant award conditions. * Provide project management for strategic processes and planning activities related to the Network+. * Lead, develop, implement, track and record innovative systems and processes to enhance effectiveness and efficiency of the Network+. * Develop effective working relationships with Professional Services to ensure compliance including research reporting, financial reporting, and quality assurance. * Be proactive in identifying improvements in service to beneficiaries, processes and systems highlighted through the collection of feedback, evaluation and benchmarking. * Work closely with the other members of the Network+ leadership team in the School of Biological Sciences at the University of Southampton as well as in the partner institutions University of Cambridge, Quadram Institute, and Kings College to ensure consistency and transparency of processes and service provision. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **GIBA Network+ operations and administration**   * Work independently managing the daily operations of the GIBA Network+, including managing databases, governance, records and contracts, co-ordinating resource and logistical requirements applying a detailed knowledge of the Network+ and its operational structures * Work collaboratively with the University of Southampton Communications, Public Policy, and IT teams, and with similar offices in the Network+ partners, to ensure smooth and efficient service delivery for Network partners and academic and industry stakeholders. * Manage and monitor the budget and financial processes within the grant conditions and University regulations, provide advice on resource planning, and ensure that the budget and resources are effectively and appropriately managed. * Liaise with managers of Networks and Hubs at other HEIs, learned societies and charities to coordinate joint events. * Gather, analyse, moderate and interpret complex information to support the preparation of reports and data sets for local strategy and decision-making. * Continually review administrative procedures and processes to ensure they are fit for purpose and maximise team and resource efficiency, delivering innovative solutions where appropriate. | 40 % |
|  | **Project Management:**   * Hands-on management of the more complex medium and long-term administrative functions, including the implementation of projects to adapt procedures where there is an identified need for improvement in operation within the Network+. * Develop Network+ objectives and related timelines, and work with colleagues across the leadership team to develop appropriate resource plans and to agree budgets. * Develop detailed delivery plans and success factors, in consultation with Network+ stakeholders. * Progress and monitor Network+ delivery in line with agreed scope and plans, including the Network+ Equality, Diversity and Inclusion Strategy. * Ensure that ongoing Network+ actions and decisions are clearly recorded, communicated and actioned, as appropriate. * Act as a point of expertise on administrative and management processes, providing detailed specialised knowledge of the Network partners. | 20 % |
|  | **Events and communication:**   * Plan and organise Network+ leadership meetings, External Advisory Board, Committees and other meetings and events involving relevant stakeholders, learned societies, industry partners, and funding bodies. * Plan, organise and attend networking and early career development events, training workshops, and project meetings and work with the financial team to oversee the processing of associated expenses. * Coordinate the preparation of relevant papers, make the necessary arrangements for the smooth running of Network+ meetings (including travel arrangement for visitors, room bookings), attend meetings to take notes and prepare draft minutes for approval by Chair. * Provide effective and efficient administrative / secretariat support to Network+ committees, boards and working groups, as required, taking accurate notes, ensuring reliable record keeping and managing actions effectively. * Support effective internal communication within the University and leadership team, including the development and maintenance of webpages, liaising with appropriate stakeholders. | 10 % |
|  | **Analysis and Reporting:**   * Apply robust analytical skills and knowledge to carry out background research and complex analysis, producing reports, management information, recommendations, briefing papers, presentations and documentation to inform decision making by leadership team. * Scope, develop and maintain a repository for key management data, leading on to the development of a comprehensive management information resource. * Draft reports/deliver briefings and presentations, as required. * Manage an electronic database of project information and outputs. * Oversee office service standards, including the safe custody and maintenance of all relevant electronic and paper datasets, files and records. | 20 % |
|  | * Contribute to projects or priorities as agreed with the Network+ Director, to support planning activities for the wider Network+. * Any other duties as allocated by the Network+ Director. | 10 % |

| Internal and external relationships |
| --- |
| * Director and leadership team of the GIBA Network+ * Members of the International External Advisory Board. * External stakeholders, including Network+ members, and partners from learned societies, charities and industry in relation to meetings, exchanges and guest lectures. * RIS Directors and senior staff * Senior University Management, Directors of Professional Services, Head of Faculty and Central Administration, Faculty Finance, managers of other Networks/Hubs, external funding bodies (UKRI) (BBSRC) and other Academic Units within the University on matters relating to the Network+. * Others including Professional Service staff, to facilitate the tasks and functions specified for the position, and with the general purpose of ensuring quality and effectiveness of the Network+. |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | * Substantial relevant experience in similar work at a high level in a complex environment, particularly in project management. * Knowledge of HE structures, University processes and regulations. * Able to accurately analyse and interpret complex quantitative and qualitative data, presenting summary information in a clear and concise format. * Able to make effective use of standard office computer systems including word-processing and spreadsheets. | Financial administration/budget monitoring experience.  Experience in Network or equivalent start-up and on-going operation. | Application/ Interview |
| Planning and organising | * Experience of independently organising activities, planning work, setting objectives and implementing regular reviews to evaluate progress. * Experience in efficiently planning, supporting and executing projects in line with strategic and management plans * Able to efficiently and systematically organise and store office data and use management information and records appropriately * Ability to multi-task and prioritise a conflicting workload. |  | Application/ Interview |
| Problem solving and initiative | * Ability to provide constructive advice, analyse and interpret complex and/or specialist issues and translate these into efficient management measures and actions with respect to the relevant tasks. * Ability to use own initiative and suggest innovative, practical and effective solutions, acting on behalf of the Director and members of the leadership team. |  | Application/ Interview |
| Management and teamwork | * Able to proactively and collaboratively work with other individuals and teams, including external bodies and post holders to achieve outcomes. * Excellent time management, working with conflicting deadlines to manage priorities and workload across a team, ability to work independently on specialised projects. * Evidence of ability to supervise and oversee requests to ensure completion of deliverables in a timely way. |  | Application/ Interview |
| Communicating and influencing | * Ability to communicate effectively and appropriately at all times to influence successful delivery of planned objectives. * Able to clearly and effectively communicate requirements, processes, recommendations and findings verbally and in writing * Ability to show adequate preparation so that presentations are focussed, accurate and meet objectives * Evidence of ability to manage secretariat for senior/high level meetings |  | Application/ Interview |
| Other skills and behaviours | * Ability to interface with relevant professional service departments in the University, external stakeholders, and beneficiaries. An essential requirement will be the ability to develop good relationships and networking skills. * Evidence of excellent interpersonal skills. * Ability to track devolved work and maintain schedules, secure outcomes and manage events and meetings. |  | Application/ Interview |
| Special requirements | * Able to work flexible hours as required by the work activities and timelines and as directed. * There may be a requirement to work out of hours on occasions * There will be a requirement to travel to other partners within the Network+ * Able to demonstrate excellent attention to detail, record keeping skills, interpersonal skills, anticipation and planning and customer service skills. |  | Application/ Interview |

**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 |  |  |  |