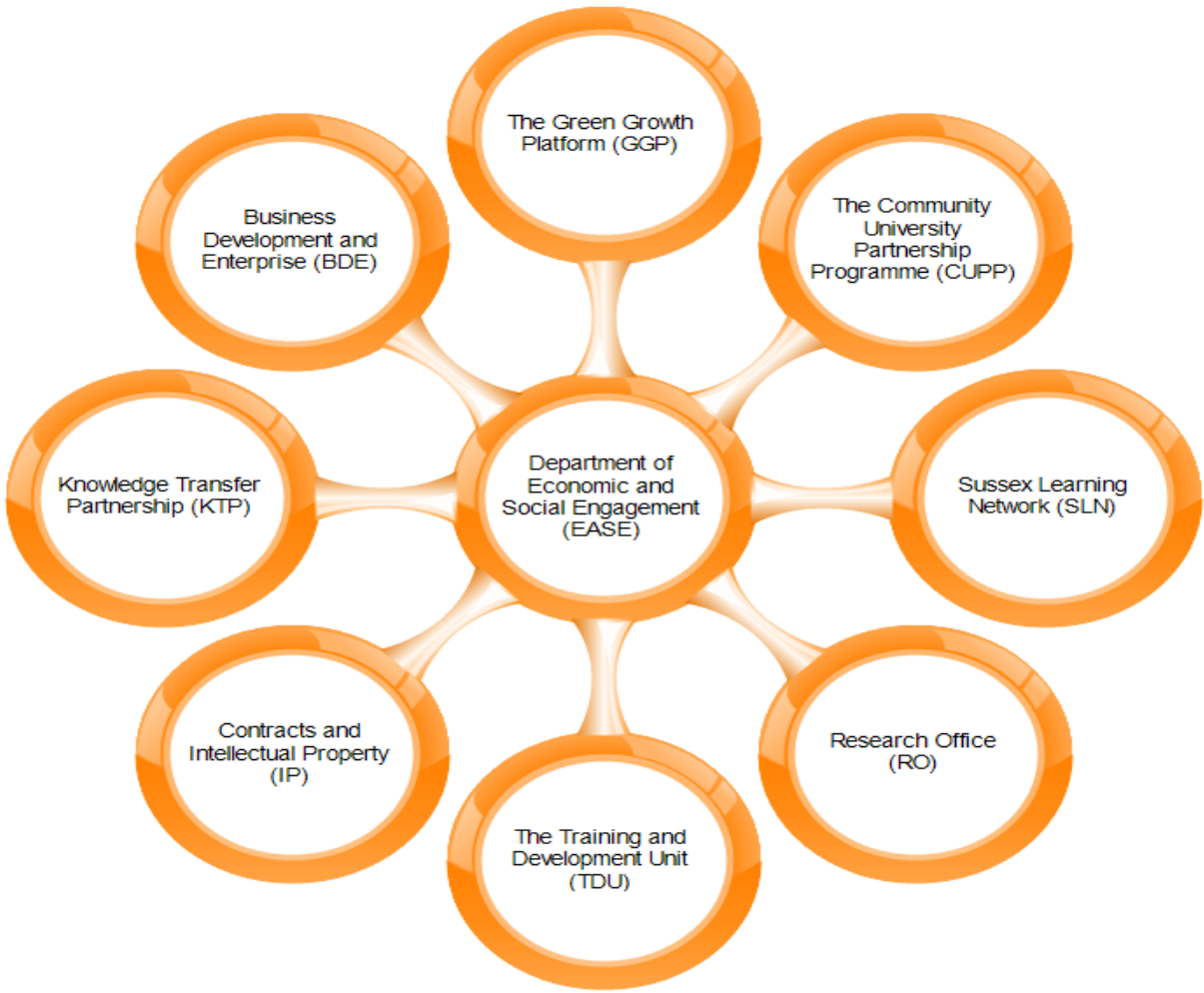


# Appointment of a Project and Communications Manager

**The department**

Economic and Social Engagement is home to an innovative group of staff whose work has an impact locally, nationally and internationally. We create and maintain relationships with communities, business, industry, and our local authority and educational partners. Our aim is to make available the knowledge and skills of our staff and students and to work with partners to bring about economic and social change that will benefit the community. Based in Brighton, East and West Sussex our remit includes:-

- developing an integrated strategy to enhance the capacity of the university to meet the economic and social challenges faced by our communities;
- enabling the university to achieve its commitment to social and community engagement;
- supporting staff and students to meet the needs of the communities of which they are a part;
- working with our many partners to develop new and innovative solutions that address the challenges we all face.



## The Green Growth Platform (GGP)

The Green Growth Platform (GGP) will provide the intellectual infrastructure required to foster sustainable economic growth in Sussex. It will work with key partners to deliver a healthy innovation ecosystem, address strategic skills shortages and ensure that Low Carbon Environmental Goods and Services (LCEGS) sectors achieve and exceed the high growth rates predicted for the sector.

It is funded by a five year £2.9M grant from HEFCE with further funding for business grants and internships being provided by Coastal to Capital LEP via the Regional Growth Fund. The partners both public and private will contribute just over £3m of additional in-kind funding to ensure that the GGP has genuine strategic reach and is a practical vehicle for partnership working and delivery of activities and programmes to stimulate green growth.

The overarching aim of the GGP is to support the growth of SMEs in LCEGS sectors. The programme will have a particular emphasis on sustainable buildings/renewable energy, low carbon systems and waste management sectors.

The GGP will provide growth focused services to a network of 1,000 environmental sector SMEs in Sussex and will deliver the following outputs over the 5 year period:

No. of business actively involved	1,000
No. of businesses receiving intensive support	90
No. of new jobs created	250
No. of R&D / innovation industry projects undertaken	100
No. of new or enhanced products or services developed	25
No. of new modules or courses developed by HE and FE partners	15
No. of interns, placements or apprenticeships recruited by employers	50

These goals will be achieved by 4 interrelated work packages:

1. Business support and engagement : needs assessments, 1-2-1 coaching, B2B events, peer to peer groups, business engagement to increase uptake of energy efficiency / green technologies.
2. Knowledge and innovation: market intelligence, support company innovation and R&D for new/improved products and services, facilitate challenge led and open innovation, provide knowledge and innovation to underpin strategic sector initiatives.

3. Skills and training: Develop and deliver FE/HE courses to meet identified skills gaps, help SMEs to develop workforce and recruit skilled staff (e.g. placements, internships, apprenticeships), link students and young people into GGP activities.
4. Community engagement/sustainable infrastructure Community mapping to support SESP via Community 21, development of sustainable energy infrastructure.

The GGP will be delivered by a University of Brighton team, located within the Department of Economic and Social Engagement, comprising:

- Director
- Business Support Manager
- Business Forum Manager
- Business Researcher - Retrofit/Low Carbon Energy
- Business Researcher - Waste Management
- Project and Communications Manager
- Project Administrator

The business events programme will be sub contracted to a specialist organisation which will work closely with the GGP.

#### **The Community University Partnership Programme (CUPP)**

CUPP helps communities to engage with the university for mutual benefit. This includes: the community engagement module for students; managing the staff volunteering programme; facilitating networking to develop relationships and share learning; running a programme to fund community-university research, producing a range of publications to support and show case its work; hosting the CUPP network which promotes seminars and events.

#### **Sussex Learning Network (SLN)**

The SLN is a Sussex-wide strategic network of higher and further education providers and local authorities. It has a focus on collaboration and partnership working, higher level skills and workforce development, vocational progression into, and through, higher education. The SLN is currently funded until July 2014.

#### **The Research Office**

The Research Office contributes to the university research strategy by providing a high level of support and training to staff making grant applications and undertaking research. It supports staff in all stages of their research career by using its expertise to: promote funding sources; host development and network opportunities; advise on measuring impact; ensure that every bid stands the best chance of success; provide advice relating to publishing; help people manage their personal research profile.

#### **The Training and Development Unit (TDU)**

The TDU runs a range of range of open courses which meet local demand. When required they also create bespoke credit bearing and non-credit bearing courses linked to work with local, regional and national

employers, and professional bodies. They liaise with all academic schools regarding their curriculum and CPD offers. They also host a pan-university community of practice.

### **Contracts and Intellectual property (IP)**

The IP team manage the intellectual property portfolio for the university. They provide advice and guidance to staff and students on all IP matters including commercial opportunities and exploitation of IP. Additionally they negotiate, review, draft and authorise commercial contracts with external parties and individuals.

### **Knowledge, Partnership Transfer (KTP)**

Funded by a national government scheme which provides up to 67% grant funding, a KTP is a partnership between a company, university and a graduate who work together to deliver a strategic project for the business. The KTP enables companies to access resources and expertise they need to innovate, grow and improve their performance. The KTP centre facilitates the whole process from concept to project completion. To date it has supported over 250 projects.

### **Business Development and Enterprise (BDE)**

BDE is made up of a team of Business Development Managers (BDMs) who provide direct support for businesses who wish to grow and innovate. Embedded in schools and faculties they support knowledge exchange and transfer that enables businesses to benefit from the research expertise the university has to offer. They also support a range of initiatives that promote entrepreneurship.

## **Job sharing**

The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis.

Potential job sharers do not have to apply with a partner. However, if a post is to be operated as a job share there must be at least two suitable applicants who wish to share the job.

A job share appointment will only be made if it has been demonstrated that both shortlisted applicants can do the job to the required standards and within a working pattern of hours that is agreeable to all parties. If one applicant is unsuitable, neither can be appointed unless an alternative potential job sharer has been shortlisted.

When applying as a job sharer please indicate this at the top of page 3 on the application form. We will need to know if you are applying with a job share partner and the name of that person. Also if the post is full-time but open to job sharers it would be useful if you could indicate whether you would be interested in the post on a full-time basis if no suitable partner can be found. If you have indicated that you would be willing to take up the position on a full-time basis then the normal recruitment procedure will be followed.

If you are interested in appointment on a job share basis, please contact Human Resources for a copy of the university's policy, procedure and guidelines for job sharing. Alternatively staff in Human Resources will be happy to answer any queries you may have.

<b>The job</b>	Details of the job are described in the attached job description.
<b>The salary</b>	<p>The salary will be in accordance with grade 6, which ranges from £28,132 to £31,644 per annum.</p> <p>Salaries are paid monthly in arrears through the BACS System directly into the bank or building society account of each member of staff. The university must pay salaries through the BACS system. They cannot be paid by cheque. It will therefore be important to supply account details in order to ensure prompt payment.</p>
<b>Working week</b>	Senior/managerial staff are expected to work such hours and at such times as are reasonably necessary in order to fulfil their duties and responsibilities. It would therefore be inappropriate to define the total hours to be worked in any week. A reasonable norm, however, having regard to the contractual position of other senior staff in the institution, would be 37, although this should not be regarded as a minimum or maximum.
<b>Duration of the job</b>	<p>The appointment is for a fixed term until 30 September 2018 because funding for the post is of a short-term nature and longer term funding is uncertain.</p> <p>Should it subsequently be decided to fill the post on a permanent basis, it would be the university's normal practice to readvertise the post.</p>
<b>Holidays</b>	The annual leave entitlement is 25 days, which rises to 30 days after 5 years' continuous service. New members of staff are entitled to annual leave proportionate to their completed calendar months of service and entitlement for part-time staff is calculated on a pro rata basis. In addition to the eight Bank and Public Holidays each year, discretionary days are granted in late December to allow the University to remain closed between Christmas and the new year.
<b>Terms &amp; conditions</b>	<p>In determining terms and conditions of employment, the university has regard to recommendations made through the appropriate national negotiating framework. These terms and conditions of service can be varied by local agreements reached through the university's local negotiating framework which comprises a Joint Negotiating Committee supported by two Common Interest Groups. These groups bring together representatives of the university and its recognised trade unions, which are:</p> <ul style="list-style-type: none"><li>• UCU University and Colleges Union</li><li>• UNISON</li></ul>
<b>Strategic plan</b>	<p>Details of our Strategic Plan can be found at:</p> <p><a href="http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf">http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc013747.pdf</a></p>

**How to apply**

Please complete an application form or, if you prefer, send your CV along with a completed Equal Opportunities Monitoring/Personal Details form. These forms are available to download in both Word and .pdf formats from [www.brighton.ac.uk/humanresources](http://www.brighton.ac.uk/humanresources)

Applicants are shortlisted on the extent to which they meet the selection criteria on the job description. Therefore, in your application form or CV, please ensure that you have clearly outlined how your skills and experience meet each of the selection criteria for this role, giving examples of particular relevant achievements.

Please send your application form/CV to Human Resources, University of Brighton, Mithras House, Lewes Road, Brighton, BN2 4AT. Fax: (01273) 642848. If you wish acknowledgement of receipt of your application, please send a stamped, self-addressed envelope.

Alternatively, you may also send your application via email to: [humanresources@brighton.ac.uk](mailto:humanresources@brighton.ac.uk). You should receive an acknowledgement via return email by 12.00 pm the next working day.

If you have not been contacted within three weeks of the closing date, you should assume that your application has been unsuccessful.

If you are shortlisted for interview, we will contact you via email (if you provided us with an email address). You may therefore wish to check your email regularly. If you do not have an email address, we will write to you.

**Closing date**

The closing date for applications is **Tuesday 21 January 2014**.

**Interviews**

Interviews are likely to take place during week commencing 10 February 2014.

**EG5097/km**  
**18.12.13**



**University of Brighton**

## Job description

<b>Department</b>	Economic and Social Engagement
<b>Location</b>	Brighton, TBC
<b>Job title</b>	Project and Communications Manager
<b>Post number</b>	EG5097
<b>Grade</b>	6
<b>Responsible to</b>	Director, Green Growth Platform

### Main areas of responsibility

- 1. Be responsible for the project management of the Green Growth Platform (GGP).**
- 2. Be responsible for the marketing of the GGP.**
- 3. Be responsible for the Monitoring and Evaluation and Customer Relationship Management systems.**
- 4. Be responsible for the financial management of the GGP in liaison with the GGP Director.**
- 5. To line-manage the Project Administrator and ensure project administration is delivered to high standards.**

### Specific duties

- 1. Be responsible for the project management of the GGP.**
  - 1.1 Produce the final GGP project plan, to include work packages with associated deliverables and leads, ensuring that it is delivered efficiently, on time, within budget, and is regularly updated.

- 1.2 Produce regular reports identifying progress against tasks, deliverables and milestones. Provide recommendations in order to maximise effective project management and the quality of project results.
- 1.3 Coordinate GGP activities, ensuring links are made between the different work packages.
- 1.4 Support the Project Director in managing the relationship within the university, project partners, GGP companies and funders on strategic and operational matters.
- 1.5 Coordinate and service the GGP Board and Business Forum meetings including scheduling meetings, producing progress reports on project outcomes / agreed actions and recording and circulating minutes and information.
- 1.6 Provide regular highlight reports to Senior Management on project progress and arising risks and issues.

## **2. Be responsible for the marketing of the GGP**

- 2.1 Deliver and maintain the marketing and communications plan effectively, on time and within budget in liaison with the Marketing Manager (Economic and Social Engagement).
- 2.2 Analyse data from existing research and initiate primary market research, both qualitative and quantitative to provide an evidence base to inform decision making.
- 2.3 Monitor the success of GGP communications and amend the marketing and communications plan accordingly.
- 2.4 Ensure web and social media based communications are up to date to include writing accessible and engaging news and other content.
- 2.5 Design and deliver the central GGP events programme (to complement the business events programme) in liaison with the Project Director, Business Support Manager and other team members.

## **3. Be responsible for the Monitoring and Evaluation and Customer Relationship Management systems.**



- 3.1 Implement the monitoring and evaluation system in liaison with the Project Director and other GGP team members.
- 3.2 Monitor and report against the monitoring and evaluation deliverables.
- 3.3 Produce regular reports on progress against the project plan, marketing plan and project outputs for senior management, the GGP team, GGP Board and HEFCE.
- 3.4 Manage the CRM system on behalf of the project.

**4 Be responsible for the financial management of the GGP in liaison with the GGP Director.**

- 4.1 Manage in consultation with the Project Director, the project budget, including costing, planning, forecasting and advising on effective use of resources.
- 4.2 Consistently monitor, analyse and report expenditure relative to budgets for project activities, reporting variations in budget allocation to prevent under, over or inappropriate expenditure.
- 4.1 Implement and monitor audit recommendations resulting from internal and external audits and reviews.
- 4.2 Act as EFIN authoriser for project expenditure. To review and authorise invoices, departmental cross charge requests, maintaining appropriate levels of funding for project activities.
- 4.3 Manage project finance in accordance with university and funders' regulations in order to ensure compliance with funder's requirements and minimise financial risk to the university.

**5 Line-manage the Project Administrator and ensure project administration is delivered to high standards.**

- 5.1 Be responsible for providing an efficient and effective administrative service, responsive to the needs of the GGP team.
- 5.2 Line manager the Project Administrator, including overall performance and personal development (SDR).
- 5.3 Undertake other duties as may reasonably be required.

**Selection criteria:**

The criteria below indicate the qualities that are needed to do the job well. Candidates for the post will be selected according to the extent to which they meet them, with a view to developing the rest. Most of the criteria must be met in order to qualify for selection.

**Essential:****Knowledge/qualifications:**

- A relevant degree
- Or:
- Demonstrable project management experience
- Plus:
- A solid understanding of the practices, methods and systems relevant to project management
- Demonstrable marketing / communications experience and a solid understanding of the marketing approaches and tools
- Customer service awareness and skills
- Financial training sufficient to monitor or manage budgets

**Communication:** highly developed inter-personal skills; ability to create and sustain good communication with a variety of colleagues; understands the information needs of others; is able to communicate complex information in an understandable way orally and in writing, as suitable to the situation.

**Sensitivity:** helpful, cooperative, listens well and considers others' needs and perspectives

**Self-motivation:** sets and meets objectives on own initiative with a minimum of supervision; is able to handle ambiguity; is committed to all aspects of the job and to continuous self-development

**Teamwork:** flexible, co-operative, helpful, self-aware, collaborates well, respects ideas and expertise of others, acknowledges own strengths and weaknesses

**Organisation:** works systematically and with attention to detail; uses time efficiently; meets priorities and deadlines with a minimum of supervision and can resolve conflicts of interest.

**Response to change:** prepares and plans self and others for change; adaptable; investigative

**Analysis and strategy:** highly developed analytical and organisational skills; solves problems and develops plans successfully; thinks and plans strategically; is aware of implications

**Technical skill:** fast, accurate keyboard skills and detailed, accurate presentation

**Desirable:**

- Experience of or knowledge about business management and/or support
- Experience of or knowledge about the innovation and/or skills agenda
- Experience of or knowledge about environmental business sectors
- A solid understanding of the practices, methods and systems relevant to monitoring and evaluation and customer relationship management
- Staff management and supervisory skills

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Ref: ZO

Date: 27/11/13