Network Manager: STFC Food Network+

Department: School for Business and Society

Hours of work: Part time | 18.5 hours a week | 0.5 FTE (0.4 to 0.6 FTE hours may be considered)

Contract type: Fixed term (to March 2023)

Salary: £34,308 - £42,155 per year, reduced pro-rata for part-time working
Main purpose of the role

This is an exciting opportunity to join the STFC Food Network+ Project (SFN) led by Prof Sonal Choudhary. We are seeking a professional and organised person to join us as Network Manager. The SFN is an interdisciplinary community working to provide a sustainable, secure supply of safe, nutritious, and affordable high-quality food using less land, with reduced inputs, and in the context of global climate change and declining natural resources. Funded by UKRI-STFC, the main aim of the network is to support and encourage STFC researchers (e.g. astronomy, particle and nuclear physics) and STFC Facilities (Harwell, Daresbury, UKATC) to translate their expertise into agriculture and food research. To do so, the network funds and supports collaborative projects that seek to make a meaningful contribution to the global food system.

As Network Manager, you will be responsible for the project management of the network, including the management of funding for feasibility projects, arranging and hosting events workshops and conferences, and stakeholder management. You will have excellent customer service and interpersonal skills, IT skills, and have previous relevant work experience in project and/or network management.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

We welcome applications from candidates who can undertake the following duties:

- Manage and administer small scale scoping studies and Proof of Concept studies, including overseeing contracts with relevant parties
- Financial management and maintenance of monitoring and reporting tools.
- Arrange and host events and activities, including: Steering Group meetings, online webinars, hybrid workshops and conferences
- Identifying and disseminating funding opportunities for the SFN and its members
- Building, maintaining and updating the project web pages, social media presence and internal communications.
- Monitor and report overall project progress against the description in the funded proposal, planning the work programme to ensure that milestones and deliverables are met.
- Manage the procurement of equipment, associated VAT requirements and decommissioning of equipment.
- Work alongside colleagues in the Research Support Services to monitor spending against the funded allocated budget headings, ensuring compliance with funder limits.
- Any other duties, commensurate with the grade of the post.

2. University of York Responsibilities for Grade 6

Service and Operational Delivery

- Oversee a responsive and proactive support service to ensure service expectations are met.
● Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
● Contribute to operational leadership teams and decision making to shape the nature and level of support services.
● Implement changes to the design and development of a service.
● Accountable for delivery of a service within a defined area or defined responsibilities.
● Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
● Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
● Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
● Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
● Ensure the review and improvement of systems and procedures in line with University frameworks.
● Review internal and external practice to identify opportunities for future improvements or efficiencies.
● Apply expertise to identify, understand and propose resolutions for issues or problems.
● Proactively identify opportunities for building personal knowledge and skills for self and others.
● Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
● Provide advice to stakeholders in relation to complex policies, procedures and regulations.
● Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
● Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
● Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
● Deliver training, teaching and/or development delivery for stakeholders.

Collaboration and Communication
● Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
● Build relationships and networks internally and externally to build and update knowledge and skills.
● Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight
● Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
• Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
• Contribute to the creation or development of policy and procedures to take account of internal and external changes.
• Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation
• Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
• Plan and manage longer term programmes of work, monitoring progress as required.
• Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.
### Person specification

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<td><strong>Role Specific</strong></td>
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<tr>
<td>A relevant project management qualification</td>
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<td>Experience of setting up and managing research contracts with multiple collaborators, working with relevant departments</td>
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<td>Experience of organising events (online, hybrid and in person), including workshops, conferences and webinars</td>
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<td>A track record of managing budgets, ideally involving the distribution of funding to multiple sub-projects</td>
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<td>Experience of multi-disciplinary working, ideally in agrifood, sustainability and/or with UKRI</td>
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<td>Ability to write, edit and deliver project documents, including meeting minutes, reports, and presentations</td>
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<td>Excellent communication and interpersonal skills that support engagement with staff, external stakeholders, and funding bodies</td>
<td>Essential</td>
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<td>Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively</td>
<td>Desirable</td>
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**University of York Person Specification for Grade 6**

**Qualifications:**

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-uk qualifications or equivalent professional experience.

**Skills - demonstrates the ability to:**

- Lead projects | Essential
- Gather, analyse, interpret and report complex data/information | Essential
- Use digital technologies including Google applications and/or Microsoft Office | Essential
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools | Essential

**Behaviours:**

- Works collaboratively with others | Essential
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<td>Delivers a quality service</td>
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<td>Develops self and others</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
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<td>Identifies and implements continuous improvement</td>
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