

Job Description

Please complete all accessible boxes and refer to the guidance on writing Job Descriptions

Position Details	
Faculty/Directorate	Professional Services
School/Department	Business Engagement and Partnerships
Team	Institute of Place Management ('IPM')
Job Title	Head of IPM – Professional Membership Network
Grade	10
Hours of Work	37 hours per week
Contract Duration (Perm/Fixed Term)	Permanent
Reports To (Job Title)	Co-Director of the Centre for Enterprise (Professional Services)
Responsible For (Job Title)	IPM Professional Membership Engagement Officer

Principal Accountabilities
<p>Provide strategic Professional Services ('PS') leadership of the IPM Professional Membership Network ('the Network') to ensure it supports and enables the development and impact of place-based research at the University, which aligns with the University's Road to 2030 Strategy.</p> <p>Work closely with senior place-based research academics in the department of Marketing, International Business and Tourism ('MIBT') and cross-institutionally, to ensure and lead a co-ordinated and joined up approach to building and maintaining an effective Network.</p> <p>Lead and manage a smooth and effective transition from the IPM Professional Membership Body to the new Network, which ensures continued membership and engagement from existing key external stakeholders, as well as attracting new members, to help the Network achieve its core purpose.</p> <p>Line management of IPM Professional Membership Engagement Officer.</p>

Key Tasks

Proactively horizon-scan and apply strategic judgment to identify the right opportunities for the Network to undertake, which will drive forward the academic research agenda and deliver impact.

Develop and maintain an appropriate suite of membership services to engage the Network.

Lead Network activities and ensure and coordinate effective cross-institutional input and collaboration.

Ensure that Network members pro-actively contribute to the co-creation of the research agenda.

Be responsible for the management and governance of the Network in line with its agreed purpose and its membership terms and conditions.

Be the primary point of coordination internally for future projects which involve the Network (e.g. in future bid activity).

Maintain clear external visibility within the Network and the wider sector to articulate and advocate for the purpose and priorities of place-based research at the University, balancing University priorities with those of external stakeholders.

Work closely with academic and PS colleagues, in particular R&I Impact leads (academic and PS), Metropolis and External Relations (in particular, Communications) to plan, manage and lead on:

- ensuring that pathways to impact for academic research are maximised with the membership.
- working with R&I to identify further opportunities for external stakeholder engagement for the academic research produced by academic colleagues working on places.
- working with senior academic colleagues to identify opportunities for marketing Manchester Met education and research activities to the membership community.
- identifying other opportunities for wider Manchester Met academic research and education activities to engage with the IPM network.

Ensure that the Network and its activities are conducted in line with the University's branding framework.

The post-holder will report to the Co-Director of the Centre for Enterprise (PS) within the Business Engagement and Partnerships Directorate.

The post-holder will act as line manager for the IPM Professional Membership Engagement Officer.

Special Features

Able to travel as necessary within the UK and overseas, including evening and weekend working.

A flexible approach to all aspects of work may be necessary. This means that it may be necessary to work irregular and long hours to meet peaks of activity

Miscellaneous

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular, you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

You are responsible for:

- Assessing and managing risk for all elements of work within your own area and for ensuring effective risk management processes are in place across your department.
- Applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.
- Promoting high levels of customer care within your own areas of work.
- Promoting public engagement as a key element of community involvement.
- Supporting and engaging in the University's drive for continuous improvement through people management and development.
- Assessing the training and development needs of each member of departmental staff to ensure they are adequately supported in relation to their work responsibilities.
- Promoting and engaging in the University's strategy and actions on environmental sustainability.
- You are expected to engage with the PDR process in relation to the setting of your own objectives with your manager to assist in the monitoring of your performance. In addition, you are expected to deliver the PDR process for your departmental staff and set appropriate objectives to assist in performance monitoring and the development of the individual
- Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Strategic ability to shape and guide planning and decision making and to use specialist knowledge and skills proactively to develop innovative responses to emerging priorities and opportunities.	E
		1.2	Excellent oral and written communication skills, including the ability to present effectively to diverse audiences, and across a range of media from formal reports to publicity materials.	E
		1.3	Well-developed leadership and management skills, including experience of developing and implementing strategies for effective engagement and revenue generation.	E
		1.4	Ability to use highly developed influencing and networking skills to win support, and to develop a positive profile for the University with strategic stakeholders and partners.	E
		1.5	Excellent project management and skills, including demonstrable experience of evaluating project performance and effectiveness.	E
		1.6	Strong interpersonal, leadership and organisational skills, as required to lead and manage mixed project teams, and support or mentor staff.	E
2	General & Specialist Knowledge	2.1	Excellent understanding of UK REF research impact agenda Excellent and current knowledge of the UK place management sector, priorities and challenges	E
		2.2	Good understanding of the key regional and national strategies and priority areas related to place management.	E
		2.3	Sound knowledge of the issues and context within which UK HE operates and a good understanding of the challenge of delivering cost effective services in a professional and fast changing environment.	E
		2.4	Good knowledge of sector benchmarking and comparator data for development activity.	E

3	Education & Training	3.1	A degree or relevant professional qualification or equivalent.	E
		3.2	Evidence of continuing professional development	E
4	Relevant Experience	4.1	Significant senior professional experience or demonstrable ability to lead a national or international professional or policy network.	E
		4.2	Proven experience of influencing political agendas and policy relevant to place management and leadership	E
		4.3	Significant experience in developing a national narrative and confidence promoting this through public speaking and media work.	E
		4.4	Proven interpersonal, leadership and organisational skills, as required to lead and manage cross-institutional project teams, and management experience including budget responsibility.	E
		4.5	Significant experience of building successful, outcomes-based relationships and networks which generate income.	E
5	Special Requirements	5.1	Have an extensive existing professional network of senior external stakeholders involved in place management	D
		5.2	Experience in the co-creation of research with research users and universities.	D
		5.3	Experience designing consultation and public engagement.	E
		5.4	Proven experience of influencing political agendas and policy, with the ability to draw on academic research to support positions	E
		5.5	Exceptional ability to motivate, inspire, and lead a national network of senior professionals or policy makers.	D
		5.6	Ability to transfer knowledge and research using a range of techniques to diverse audiences.	E
		5.7	Commitment to lifelong learning and experience developing training and educational programmes.	E
		5.8	Should be able to travel as necessary.	E
		5.9	A demonstrable personal profile of continuous professional development and a commitment to the development of others.	E
		5.10	A strong commitment to equality and diversity.	E
Date of Revision			June 2024	