



JOB DESCRIPTION

Director of the Socio-Economic Centre, The Work Foundation
Vacancy Ref: A737

Job Title: Director of the Socio-Economic Centre	Present Grade: Off-scale
Department/College: The Work Foundation	
Directly responsible to: TWF Director	
Supervisory responsibility for: N/A	
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Provide intellectual leadership and development of the Centre; • Develop and deliver the Centre's programmes and projects to time and budget; • To act as the public face of the Centre; • To monitor, analyse and contribute to contemporary debates about labour market disadvantage and cities in the UK and beyond. <p>Major Duties:</p> <p>1. Programme Management (55%)</p> <ul style="list-style-type: none"> • Lead the development, delivery and dissemination of programmes and projects in line with the Centre's strategic objectives; • Build and maintain key networks, relationships and knowledge communities with partners and clients— and across business, government, national & international institutions and the media • Work with the BD/Partnership Lead to secure funding for major research projects and ensure that the Centre meets its financial targets; • Ensure that projects are clearly specified, resourced, delegated and delivered to time and quality. • Nurture constructive long term relationships and dialogue with the rest of the University and with other key national and international institutions <p>2. Research and Analysis (15%)</p> <ul style="list-style-type: none"> • Develop methodologically sound research proposals investigating issues of strategic significance; • Identify and progress research linkages with other TWF Centres and with the wider University, through the Research Development Board and bi-lateral contacts; • Make a significant contribution to areas of applied research and policy development through published reports; <p>3. Line Management and Staff Development (10%)</p> <ul style="list-style-type: none"> • Provide effective and clear leadership for the team; • Ensure effective processes in place to manage research output and events; • Support all team members in their personal and career development; • Contribute to the TWF Leadership Group <p>4. Communication and Dissemination (20%)</p> <ul style="list-style-type: none"> • Drive regular engagement, consultation and briefing with <ul style="list-style-type: none"> ○ Relevant government departments such as DWP, the cabinet Office, and DCLG; ○ Relevant senior decision makers in current and emerging intermediate institutions; ○ Senior leaders in relevant sectors 	

- Act as the primary contact in promoting the programme to sponsors, supporters, relevant national and international institutions and public audiences
- Act as an external champion for TWF and the Centre externally and within the University;
- Lead on media and other dissemination activity related to the programme in consultation with EA.

Undertake other reasonable tasks as may be required

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