

Sustainable Solar Energy Systems Network Manager

Job Ref: REQ240628

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School summary

The Centre for Renewable Energy Systems Technologies (CREST) within the Wolfson School of Mechanical, Electrical and Manufacturing Engineering at Loughborough University is looking for an exceptional individual to support the Director of the EPSRC Sustainable Solar Energy Systems Network + to maintain, enhance, and build networks and linkages between the UK solar stakeholders and research communities in both academia and industry and with the goal of expanding UK solar usage and research excellence.

Candidates need to demonstrate excellent research program management skills, experience of building national and international research collaborations as well as authoring original work for press and journals. This can include academic journal papers, conference papers or technical reports for industry.

Loughborough is a progressive and distinctive University with a proud tradition of being research-intensive. It has been shown through successive National Student Surveys, excellent league tables and seven Queen's Anniversary Prizes, to be one of the UK's leading Higher Education Institutions.

The Wolfson School of Mechanical, Electrical and Manufacturing Engineering is one of the largest of its kind in the UK and has an international reputation for being at the forefront of technological innovation and for maintaining extensive links with industry. Research grants (predominantly from the UK Research Councils and the EU), as well as extensive industrial sponsorship, support a range of research posts and enable the purchase of state-of-the-art equipment.

CREST is well known for its photovoltaics research with excellent facilities for new materials and device fabrication, reliability and durability testing, fault diagnosis, identification of degradation mechanisms.

Project Description:

The Network Manager will work closely with the Director of the Sustainable Solar Energy Systems Network+ to develop an industrially facing, practical coalition for skills and workforce development to enable widespread solar implementation in the UK. The Network will create, coalesce, and share both new knowledge and best practice through skills development programs. These will be open to Early Career Researchers and industry professionals looking to expand their capabilities. These programs will present a systems perspective giving the participants an interdisciplinary understanding. The Sustainable Solar Energy Systems Network+ will link Universities, Industry, Government, Finance, and the legal professions involved in solar implementation and systems development. The Network will provide participants with the tools to understand and interact across this broad landscape. Network activities will include industry led skills development workshops, innovation support programs, peer to peer mentoring programs, an industry-aligned international travel fund and an industrial secondment fund.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose:

To assist the Director of the Sustainable Solar Energy Systems Network+ to plan, develop and undertake network activities in collaboration with partner organisations and other stakeholders in the field, such as academia, industry, trade associations and government bodies.

Job Duties:

- To take a leading role in coordinating activities of the Sustainable Solar Energy Systems Network+ and engaging with stakeholders
- To organise and manage both online and in-person events undertaken by the Network+,
- Facilitate the development of industry led Skills Development Workshops targeting Early Career Researchers from academia and industry.
- To develop, manage and monitor a program of competitively awarded Innovation Support grants.
- To develop and manage the Network Peer to Peer Mentoring Program for best practices supporting for Early Career Researchers.
- To manage processes for awards from the Network International Travel Fund and Industrial Secondment Fund.
- To manage and maintain the Sustainable Solar Energy Systems Network+ website and to deliver regular newsletters and other awareness raising communications to members and stakeholders of the Network through other online media (Mailchimp, X, Linked In etc.)
- To prepare news reports, press releases and articles on the Network + activities.
- To monitor and report on the outcomes of activities undertaken by third parties funded by the Network+ and support the preparation of the periodic and annual project reports for EPSRC.
- To regularly monitor the finances of the project, communicating with university central financial services and manage and approve necessary purchase orders and invoicing.
- To lead and contribute to the writing of research papers and conference presentations resulting from Sustainable Solar Energy Systems Network+ activities.
- To ensure that Network activities align with the overarching project goal of enhancing wider participation through a focus on equity, diversity and inclusion, presenting diverse role models and supporting wider participation in the Network.
- Identify potential calls and funding sources that may be of interest to the Sustainable Solar Energy Systems Network+ partners. As suitable, work closely with individual researchers to highlight grant funding opportunities and develop research proposals.
- To develop wider linkages with industrial, international and other stakeholders in solar technology that consolidate the position of CREST within UK PV research.
- To report regularly to the Network Management Board on progress on all aspects of the project and recommend next steps.
- Travel to attend meetings with project partners and stakeholders.

- To formulate and update detailed plans for Network engagement, including bringing together industrial and academic researchers and actors in the field.
- To maintain confidentiality and ensure that Intellectual property is respected when dealing with Sustainable Solar Energy Systems Network+ stakeholders.
- Undertake other duties as may be reasonably expected.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equity, Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to Professor in Photovoltaics.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Substantial current or recent relevant work experience in an academic or industrial environment	1, 3
	Proven experience in managing externally funded academic programs with industry and academic participants	1, 3
	Experience of preparing and submitting project reports and other deliverables to grant funding bodies	1, 3
	Experience of managing a project website and using other communications media and using online conference platforms	1, 3
	Experience of managing project finances in an academic setting	1, 3
	Prove experience of preparing successful applications for grant funding from Research Councils, Innovate UK, European Commission etc	1, 3
	Authoring original work for academic journal papers, conference papers or technical reports	1, 3
	Experience of involvement with large multi-institutional projects, including stakeholder management	1, 3
	Experience of building national and international research collaborations targeted towards the leverage of grant funding	1, 3
	Experience of working with external (academic and Industrial) partners in research programme delivery	
	Skills and abilities	Strong analytical capability
Ability to work independently, plan own work and work to deadlines		1, 3
Ability to write project reports and make technical presentations to industrial and academic research groups		1, 3
Excellent written and oral communication, and IT skills		1, 3
Self-motivated with ability to meet deadlines		1, 3
Ability to work independently and as part of a team, interacting with different academic and industrial partners		1, 3
Excellent interpersonal, and organisational skills		1, 3
Training	Willingness to undertake appropriate further training and to adopt new procedures as and when required	1, 3
Qualifications	Postgraduate degree (preferably a PhD in science or engineering) related to the technologies encompassed within the photovoltaics field	1, 3

Desirable Criteria

Area	Criteria	Stage
Experience	Working in a high-quality academic research environment	1,3
Skills and abilities	A good track record in research publications	1,3

Conditions of Service

The position is part-time (29.6 hours per week) and fixed-term until 31 December, 2026. Salary will be on Management and Specialist Grade 7 (£45,585 – £54,395 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grade 7 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

The University offers a wide range of employee benefits which can be found [here](#).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports Equity and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>