**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>StoryFutures Manager</th>
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</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Centre for Digital Creativity / Media Arts</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>RHUL 9</td>
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<tr>
<td>Accountable to:</td>
<td>StoryFutures Director</td>
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<tr>
<td>Accountable for:</td>
<td>Centre for Digital Creativity / StoryFutures administrative and communications staff</td>
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**Purpose of the Post**

This is the lead operational and project management role in the delivery of StoryFutures R&D project. The post holder will work with the StoryFutures Project Management Team to ensure that the programme of activity is delivered effectively, that key milestones are met and that financial and narrative reporting meets the needs of the project's funders. The post will have line management, budget, deputising and strategic management responsibilities – including managing projects with high profile external stakeholders including the BBC, The National Gallery, Heathrow and Sony Interactive Entertainment.

The role sits within the Media Arts Department as part of the new Centre for Digital Creativity (CDC), which brings together Media, Computer Science, Drama, Geography, Psychology, Management and Electronic Engineering. The CDC is the home for two nationally significant collaborations between Universities and Creative Industries: StoryFutures and StoryFutures Academy – the National Centre for Immersive Storytelling. These two projects are aimed at fuelling growth in the UK economy via creating innovative content and experiences for immersive productions. This role is specifically attached to the StoryFutures project. StoryFutures is an R&D base for screen industries to meet the challenge of next-generation storytelling, producing compelling content for emerging creative technologies. You will act as a key point of connection between StoryFutures R&D project and the linked StoryFutures Academy.

The post has a high level of organisational responsibility, with a focus on providing high level support and project management to the R&D team based at Royal Holloway as well as effective co-ordination of team members and work packages across HEI partners. The post holder must be able to develop systems and processes, ensuring the effective integration of the project within both existing systems and the StoryFutures Academy project. The post will also take a leading role in StoryFutures' engagement with creative industries – helping to build and manage relationships, act as a key point of contact and facilitate networking. The post has line-management responsibility for administrative and communications teams within the StoryFutures project.
### Key Tasks & Responsibilities

- Manage operational matters of StoryFutures, including overseeing operating budgets, line managing operations and administrative teams, deputising for StoryFutures Director where appropriate and taking a proactive approach to organisational matters.

- Take a lead role in the strategic and business model planning of StoryFutures within wider long term College planning and infrastructure, including developing the business case where necessary, including establishing a hot-desking and workspace scheme at the University.

- Establish effective dialogue with the StoryFutures partners involved in R&D commissioning and confirm governance structure for the project delivery.

- Closely monitor project and sub-project progress, including budget allocation, ensuring the successful identification, management and mitigation of individual risks, including documenting, highlighting, and allocating risk and tasks to the agreed risk owner.

- Liaise and develop contacts with internal and external stakeholders to establish and build excellent working relationships with partner organisations to develop and ensure the smooth operation of StoryFutures.

- Act as a key strategic and resource management contact between StoryFutures work packages and the activities of StoryFutures Academy: National Centre for Immersive Storytelling.

- To ensure all funder reporting requirements are met.

- Manage the delivery of StoryFutures work packages, ensuring information is easily available to all relevant staff and partners as well as meets funder reporting requirements, including monitoring dashboards.

- Proactively manage the challenge of competing requirements for internal resource, reactively identify and act on shortfalls in performance, and retrospectively provide a review of performance to line management.

- With Director and project management team, ensure project compliance with project governance, funder rules, and related university standards information security, data protection and related standards and policies.

- Overall responsibility for the coordination and development of all aspects of StoryFutures administration processes, ensuring that these integrate with established systems and adhere to College governance and quality assurance requirements.

- With support from key staff, develop and maintain StoryFutures’ comms strategy.

- With support roles, regularly conduct reviews of the partner and SME experience of collaborating with StoryFutures, including communications and financial procedures, and provide recommendations for improvements in collaboration with StoryFutures Project Management Team and Administration.
- Develop and maintain an up to date knowledge of all relevant UK Research and Innovation policies and procedures and communicate the relevant details effectively to staff providing specialist and technical advice on issues relating to the implementation of StoryFutures and interpretation of policy and regulations as required, liaising with the UKRI as necessary.

- Line management of administrative and communications staff within the StoryFutures and Centre for Digital Creativity teams at Royal Holloway, as well as co-ordination of staff at other partner HEIs.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted. Travel across the Gateway Cluster and London is a requirement of the post.