

Candidate Information

Position:	Research Engagement Officer (3 years)
School/Department:	Research and Enterprise
Reference:	19/107367
Closing Date:	Monday 29 April 2019
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Friday 17 May 2019
Duration:	3 years

JOB PURPOSE:

Working with the Research Impact Manager at Queen's University the post holder will lead on the implementation of the Queen's University Engaged Research Action Plan (ERAP) 2019-2021, helping to further embed a culture of engagement and partnership in research across the university. The post holder will work with academic and professional services colleagues to increase the opportunities for the growth of mutually beneficial research relationships between Queen's and our many diverse external stakeholders, sharing good practice and showcasing the transformative nature of Queen's research in people's lives.

MAJOR DUTIES:

1. Project plan, organise, facilitate and deliver a range of research engagement activities including public events, surveys, presentations, seminars and conferences.
2. Support staff and stakeholder skills development with respect to research engagement, including leading the development of an annual Research Engagement Summer School at Queen's.
3. Represent and promote ERAP to internal and external research communities, networking with, and retaining good relationships with these stakeholders.
4. Develop, organise, support, and service research engagement networking groups as outlined in ERAP.
5. Engage with academic and professional services staff to develop a culture where the range and diversity of our research engagement activities is valued and promoted.
6. Lead on the development of online engagement platforms to support researchers and stakeholders in their research engagement work.
7. Develop content for Research Engagement web pages, including training tool kits and video and audio discussing and showcasing engagement activity at Queen's.
8. Liaise with colleagues in Faculties and professional support Directorates to coordinate research engagement activities and initiatives.
9. Coordinate the allocation and use of research engagement funding for projects across the university.
10. Monitor all ERAP funded projects against agreed deadlines, milestones, budget, and reporting requirements.
11. Lead on the development, management and implementation of a communications strategy to promote the opportunities and outcomes of ERAP, including updates to webpages, newsletters, databases of contacts, Social Media activity and mailouts.
12. Ensure all opportunities for funding and training through ERAP are promoted internally to academics and (as appropriate) to external partners, and all outcomes are communicated to them in a timely manner.
13. Build and maintain positive and effective working relationships with a range of stakeholders to ensure that all required work is completed within agreed timescales and resource allocations.
14. Provide assistance to the Research Impact Manager with other project activities when required.

Planning and Organising:

1. Contribute to strategic research engagement planning within the Research and Enterprise Directorate and to take responsibility for the development and delivery of substantial programmes and initiatives.

2. To plan, organise and manage the work activities resulting from the agreed events and activities of the Engaged Research Action Plan.
3. To develop six-to-twelve month project plans and reports, to include targets, milestones, deadlines and resources, to ensure delivery of agreed events and activities.
4. To organise the maintenance of records and databases relating to research engagement activities related to ERAP. This will include salient information on individuals, external institutions, business networks, policy makers and political representatives.
5. Monitor progress and provide regular reports and updates for the Pro-Vice Chancellor for Research and Enterprise, Faculty Deans of Research, senior staff in Research and Enterprise, and an annual update to the University Executive Board.
6. Develop own workflow and appropriate work schedules, based on strategic direction provided by the Research Impact Manager, in order to meet targets and/or deadlines.
7. Plan work schedules in advance of upcoming events and meetings.

Resource Management Responsibilities:

1. Responsibility for managing and advising on distribution of research engagement seed funding for academic projects.
2. Coordination and monitoring of budget assigned to delivery of key actions and objectives contained within ERAP.
3. To ensure best value for money is achieved.
4. Plan and manage research engagement goals of the ERAP to ensure the successful delivery of the goals and milestones.
5. To manage own time and organise own workload against set of annually agreed targets and specific objectives.
6. Monitor and report on the effectiveness of programmes developed.

Internal and External Relationships:

1. To work, communicate and network with academic colleagues and external bodies and individuals such as business leaders, statutory organisations and funding bodies; to develop and maintain positive external working relationships in order to ensure the successful delivery of the ERAP.
2. To liaise and work closely with internal contacts across Faculties and Professional Services Directorates to ensure the successful delivery of programmes and initiatives, and to ensure the continuing improvement in internal research engagement processes and practices.
3. To manage the key relationships with external funders and sponsors.
4. To represent and promote the research engagement work of the University externally and internally to ensure that relevant issues are appropriately represented and actioned.
5. Regular contact with the Research Impact Manager and colleagues across the Research and Enterprise Directorate as required.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent qualification) in any subject.
2. At least 3 years' recent relevant experience within a research, engagement or communications environment to include:
 - Evidence of building relationships with and managing a wide variety of stakeholders, developing bespoke products or services to meet their needs.
 - Project management experience associated with the development, delivery, reporting and monitoring systems for programmes, publications and events.
 - Proven track record of organising and supporting engagement events, including training courses, meetings and seminars.
 - Experience of publication management, including overseeing design, print, copy writing and editing.
 - Experience of developing and writing promotional materials
 - Web content (including video and audio) development and management experience
3. Evidence of strong interpersonal and networking skills with the ability to deliver professional advice and support to potential stakeholders.
4. Ability to influence and negotiate in challenging environments.
5. Strong networking skills
6. Ability to think logically, create solutions and make informed decisions.
7. Excellent IT skills.
8. A high level of numeracy and the ability to interpret data.
9. Good knowledge of financial systems, budget management, grant funding and procedures for procurement, to meet internal and external audit requirements.
10. Ability to work as part of a team and on own initiative.
11. Strong interpersonal skills.

12. Excellent planning and organizing skills.
13. Willingness to work flexibly when required and to undertake business travel which may involve overnight stays.
14. Ability to meet the local business travel requirements of the post (i.e. full, valid driving licence and access to a car for business purposes or other means of meeting this requirement).

DESIRABLE CRITERIA:

1. Experience of working in the Higher Education sector.
2. Experience of creating high quality video and audio content for a range of internal and external audiences.
3. Demonstrable knowledge and understanding of current national policies for research engagement and research impact in the UK higher education sector.