



Candidate Information

Position:	Knowledge Exchange Manager
School/Department:	Research and Enterprise
Reference:	23/111268
Closing Date:	Monday 2 October 2023
Salary:	£46,497 per annum
Anticipated Interview Date:	Wednesday 25 October 2023
Duration:	Available until 30 November 2025

JOB PURPOSE:

Queen's University Belfast has recently secured additional funding from the UKRI's Economic and Social Research Council (ESRC) through its Impact Acceleration Account (IAA) to recruit a Knowledge Exchange Professional to increase capacity for academic engagement with the Northern Ireland Assembly. The main focus of this role will be to support the further development of knowledge exchange between the research community in Northern Ireland and the Northern Ireland Assembly. This will build on existing initiatives such as the "Knowledge Exchange Seminar Series" ("KESS") - a unique formal partnership between the Assembly and the three universities located in Northern Ireland. The post holder will draw on, and contribute to, existing research on good practice in Knowledge Exchange.

The post will lead strategic initiatives for developing capacity for policy engagement across the research community in Northern Ireland and broker connections between researchers and the Northern Ireland Assembly, with the aim of maximising the potential impact of academic research on scrutiny and law making in Northern Ireland.

We are seeking someone who has significant relevant experience of developing and implementing strategic initiatives in a research or policy making environment and a high level of initiative and experience of communicating with and influencing stakeholders with the ability to feed into, encourage and implement strategic decisions to support the development of activities to enhance the impact of research. The successful candidate will have knowledge of the UK research landscape and the devolved government context in Northern Ireland.

This role builds on a previous ESRC investment in the creation and development of the Knowledge Exchange Unit (KEU) in the Parliamentary Office of Science and Technology (POST) within UK Parliament. ESRC is now funding Knowledge Exchange Manager roles in the Northern Ireland Assembly, Scottish Parliament and Welsh Parliament. An informal network of knowledge exchange leads across the four legislatures already exists; sharing information, learning and good practice between those legislatures. This role will require the successful candidate to work closely with colleagues in that existing network; sharing learning and insights into effective knowledge exchange initiatives in policy and law making contexts across the United Kingdom.

The post holder will be based at the Northern Ireland Assembly up to four days a week (adhering to the Assembly's Hybrid Working Policy), and at least one day a week at Queen's University.

MAJOR DUTIES:

1. Work with the ESRC Impact Acceleration Account team at Queen's, the Northern Ireland Assembly's Research and Information Service (RaISe) and its university partners, to develop a Knowledge Exchange Strategy aimed at maximising the potential impact of academic research findings and expertise in policy and law making relating to Northern Ireland, including from the Queen's community; thereby supporting the Northern Ireland Assembly in widening its academic engagement programme.
2. Strengthen existing knowledge exchange mechanisms, and lead on developing new ones, between the Northern Ireland Assembly via RaISe and the R&D environment; thereby helping to improve access to and use of evidence, data and expertise, among policy and law makers.
3. Increase the skills and capability of academic researchers to engage more effectively with policy and law making in a devolved context, by establishing, coordinating and implementing bespoke capacity building and events programmes, which build on existing initiatives undertaken to date.
4. Lead on developing dissemination channels to ensure capacity building and policy engagement opportunities for academic researchers will be more easily identified.

5. Liaise with senior representatives at the Northern Ireland Assembly via RaISe, to identify ways that will serve to: strengthen existing connections and develop new connections with the research community; identify relevant expertise; and, fill evidence gaps.
6. Build effective relationships, gain knowledge and insights, and identify opportunities all aiming to maximise the potential impact of academic research findings and expertise within policy and law making relating to Northern Ireland.
7. Increase the diversity and inclusivity of academic research findings and expertise available to the Northern Ireland Assembly.
8. Strengthen, across the four legislatures in the United Kingdom, shared learning on academic engagement within each institution – in particular, shared learning on impactful knowledge exchange initiatives that have successfully supported evidence-led policy and law making, including, for example, monitoring and evaluation approaches and solutions to unique challenges posed within individual legislative contexts.
9. Support the Northern Ireland Assembly via RaISe, to collaborate more strategically with public sector research funders, including ESRC.
10. Contribute to engagement with UKRI, including ESRC, via RaISe about academic research and information needs of the Northern Ireland Assembly, and collect appropriate feedback to inform that engagement, which will help to inform future UKRI-related calls.
11. Contribute effectively to relevant internal and external committees, groups and meetings, representing and promoting Queen's policy engagement activities and its IAA activities.
12. Comply with the Equal Opportunities and Dignity at Work policies and procedures at Queen's and the Northern Ireland Assembly.

ESSENTIAL CRITERIA:

1. Honours degree, or equivalent qualification or substantial relevant professional experience.
2. Significant relevant experience of developing and implementing strategic initiatives in a research or policy making environment.
3. An awareness of current UK and Northern Ireland higher education policies relating to research, knowledge exchange and impact.
4. Experience of implementing monitoring and evaluation systems related to assessing the impact of knowledge exchange activities within either a policy, law making or research organisation; and, using those systems to inform practice.
5. Demonstrable experience of planning, report synthesis and data analysis, within agreed deadlines.
6. Demonstrable evidence/experience of successfully introducing and implementing new ideas and initiatives that drive a Knowledge Exchange function.
7. Proven track record of organising and supporting engagement events, including training courses, meetings and seminars.
8. Demonstrable experience of effective networking and an ability to influence at all levels.
9. Ability to problem solve and to make independent decisions, as appropriate; but also to understand the importance of consulting with relevant parties given the tri-partite nature of this post.
10. Demonstrable ability to quickly understand a problem with a logical and systematic approach to developing and implementing solutions.
11. Demonstrable evidence of excellent (oral and written) communication and IT skills.
12. Demonstrable evidence of strong personal organisational and time management skills, while working in a time pressured environment with others.
13. Ability to work effectively - both independently with a high level of self-motivation and also as part of a team.

DESIRABLE CRITERIA:

1. Experience of working in the Higher Education sector.
2. Experience of using social media to target relevant stakeholders.