

Candidate Information

Position:	Assistant Director and Head of Government and Civic Engagement
School/Department:	Civic Engagement and Social Responsibility
Reference:	24/112018
Closing Date:	Monday 1 July 2024
Salary:	Salary commensurate with experience.
Anticipated Interview Date:	Tuesday 30 July 2024

JOB PURPOSE:

Reporting to the Director of Civic Engagement and Social Responsibility (CESR) the Assistant Director and Head of Government and Civic Engagement will operate as a member of the University's Strategic Engagement and External Affairs (SEEA) leadership team and will deputise for the Director of CESR when required supporting the overall management and leadership of the CESR Directorate. The post-holder will be responsible for developing and implementing the University's high level engagement strategy with local, regional, national and international government structures, political parties and civic and business stakeholders.

The Assistant Director will work to achieve and maintain civic university status while continuing to drive the University's reputation amongst local, regional and national stakeholders. The post-holder will lead a team of senior managers who will drive the University's reputation, create a strong cohort of advocates across business, political and civic stakeholders, who will understand and support the University's objectives and provide platforms for students and staff to showcase their talents.

Under their leadership the Assistant Director will enhance the University's civic mission which will be enhanced and recognised, locally, nationally and internationally and the post-holder will have responsibility for Widening Participation and will work in partnership with the Head of Social Responsibility and Community Engagement in the ongoing development of the University's Social Charter.

The post-holder will work to ensure that colleagues across the University are supported in their engagements with external stakeholders and will also contribute to the development of strategic plans across the Directorate in line with University priorities and key objectives.

MAJOR DUTIES:

1. Responsible for developing and leading the implementation and ongoing delivery of an effective and coordinated political, business and civic engagement strategy within the context of the University's Strategy 2030.
2. Provide expert advice and support to both the President and Vice-Chancellor, the Vice-President Strategic Engagement and External Affairs in the management of the University's overall external and partnership portfolio. Provide advice and support to other members of the University's Management Board and the Senate when required.
3. Lead, direct and manage a team of senior engagement staff, agreeing goals and objectives, providing support and coaching to enable the achievement of individual and team goals and to actively develop staff to fulfil their professional potential.
4. Develop appropriate structures and processes to embed the culture of civic and social responsibility across the University and encourage and support civic and social responsibility activity by staff and students.
5. Proactively build relationships with key external stakeholders from the political, business and civic sectors that will lead to a diverse cohort of advocates who understand and support the University's objectives.
6. Build strong relationships with officials within Belfast City Council, NI Assembly, Oireachtas and Westminster to ensure that the University's contribution is well understood and supported.
7. Work closely with the Assistant Director and Head of Strategic Public Policy and Analysis to ensure that appropriate platforms are provided for students and staff to demonstrate their expertise to political leaders. The two posts will also work in partnership to ensure that research and thought leadership from Queen's University is disseminated to appropriate policy makers.

8. Provide leadership and support to a team of staff in the successful delivery and subsequent maintenance of civic university status, ensuring that relevant colleagues across the University fully understand and prioritise their contribution to this key objective.
9. Lead the creation and delivery of the institutional political lobby in support of the University's objectives and manage the University's lobbying register.
10. Support the Director of Civic Engagement and Social Responsibility in identifying, prioritising and addressing the key challenges, risks and opportunities in the external environment, providing context, assessment analysis and developing options and potential initiatives for the University's response, including areas of a sensitive nature.
11. Work closely with senior colleagues across Strategic Engagement and External Affairs and the wider University to ensure a co-ordinated, effective approach to external engagement in support of University objectives.
12. Ensure the SEEA Sections liaise with the Research and Enterprise Directorate and direct as appropriate. Operate as a key member of the PVC Research and Enterprise's Research and Innovation Committee.
13. Ensure quality processes are in place for all areas of responsibility and maintain a continuous review of quality and external benchmarks to promote the best possible service.
14. Manage the budget and resources as allocated by the Director and ensure an appropriate monthly reporting programme.
15. Any other duties that fall within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Honours degree (or equivalent qualification) in a relevant subject required for the post (e.g. modern history, politics, international relations).
2. Demonstrable proven track record of leading a team to achieve successful networking and lobbying, establishing, brokering and building major strategic relationships with multiple external stakeholders and networks on national and international platforms.
3. A proven track record of developing and implementing successful engagement strategies with a clear articulation of the measurement of success.
4. Significant relevant experience of engaging with government, political parties, policy makers and civil servants in a senior public affairs, research, policy role.
5. Experience or knowledge of integrating public engagement within research, with a particular focus on promoting knowledge of the social and economic impact of research among key external stakeholders.
6. Demonstrable knowledge of current issues and initiatives relating to public engagement in higher education.
7. Experience of effectively managing professional and middle management staff.
8. Experience and evidence of networking with and influencing at a senior level to effect change.
9. Demonstrable understanding of the challenges and opportunities facing a global university in the current economic climate and the ambition and drive to contribute dynamically to delivery of the University's strategic objectives.
10. Relevant experience of environmental scanning and accurately providing informed insight to leadership to inform decision making.
11. Demonstrable strong understanding of regional and national government priorities in relation to higher education.
12. Excellent oral and written communication skills including a well-developed critical and analytical approach in reviewing documentation.
13. Excellent interpersonal skills and proven ability to undertake representational role at the highest level with key stakeholders both internally and externally and influencing change through engagement up to and including government level.
14. Experience of managing budgets and demonstrable understanding of financial management procedures.
15. Experience of relevant IT packages, including social media.
16. Ability to successfully manage competing demands on time and resource and to delegate when appropriate.
17. Demonstrable commitment to the University's core values.
18. Ability to work flexibly to meet the demands of the role and respond to unpredictable developments, delivering to short deadlines.
19. Ability to meet the business travel requirements of the post.

DESIRABLE CRITERIA:

1. Postgraduate qualification in relevant subject.
2. Demonstrable experience of coordinating business/industry engagement programmes within the higher education sector.
3. Experience of managing a major social/civic responsibility project with a successful outcome.