

Candidate Information

Position: Science Shop Officer
School/Department: Civic Engagement and Social Responsibility
Reference: 25/112531
Closing Date: Thursday 15 May 2025
Salary: £41,519 - £49,536 per annum, pro rata.
Anticipated Interview Date: Friday 30 May 2025

JOB PURPOSE:

The Science Shop is based within the Civic Engagement and Social Responsibility Directorate and works with QUB students and staff and with community partners to build collaborative research projects based on the needs of community organisations into the curriculum for both undergraduate and Masters students.

The postholder will drive, develop and enhance engaged research practice between community partners, academics and students. They will advance practice in teaching and learning and proactively seek opportunities to co-develop innovative curriculum initiatives across the university with academic colleagues and with community and voluntary sector partners.

MAJOR DUTIES:

1. Initiate, support and facilitate the development, implementation, and evaluation of Science Shop research projects at Queen's across all university faculties. Identify opportunities for development of community engaged research and learning.
2. Drive engagement with academics and provide specialist, professional advice and support to academic and teaching staff on Science Shop research projects and curriculum development activities within the University that have been co-developed with community and voluntary sector partners.
3. Liaise and work closely with community and voluntary sector partners, staff, students and other stakeholders to promote the development of community engaged research and learning within the University and to increase the University's profile in the community.
4. Initiate, co-ordinate and manage relationships between the university and the community and voluntary sector to facilitate mutual benefit and create opportunities for collaboration.
5. Work closely with students in all Faculties (individuals and groups) to enthuse them about Science Shop research projects and assist them to make decisions about which projects are suitable for them.
6. Initiate, co-ordinate and mediate various student research projects across a wide range of academic areas to enhance student skills and share expertise between community and voluntary organisations and the University.
7. Identify support needs of academic staff and others with a teaching role who are seeking to embed community engaged research and learning innovation. Contribute to the development of solutions tailored to developing flexible and collaborative education projects and deliver a quality learning experience to students.
8. Plan and co-ordinate project teamwork activity to understand project requirements and deliverables. Facilitate project setup meetings and introductions between staff and community and voluntary sector partners. Develop and maintain project plans and timelines including contributing to the drafting of policies and guidelines to meet agreed targets and milestones.
9. Monitor and evaluate the effectiveness of Science Shop research projects through formal evaluation and reflection processes and make recommendations for improvement. Test and evaluate innovative solutions which will have an impact across the university and support subsequent embedding in QUB Schools.
10. Promote the services of the Science Shop within the university and to the wider community. Develop and implement promotional campaigns and content through appropriate digital and non-digital communication channels.
11. Support the Science Shop Manager/Co-ordinator with the development and design of administrative and information systems to underpin and support Science Shop work.

12. Stay current with developments in community engaged research and learning. Advise members of staff within the team and across the University on changes and developments where appropriate.
13. Represent the University at meetings, working groups and committees contributing as appropriate on the work of the Science Shop within the University, across Northern Ireland and through professional / specialist external bodies at UK and European level and internationally.
14. Any other duties as directed by Science Shop Manager/Co-ordinator.

ESSENTIAL CRITERIA:

1. *A primary or higher degree, or equivalent plus significant recent relevant experience in an education-related role relevant to community engagement in learning and teaching, with at least 6 months within a higher or further education context. OR; Substantial relevant experience as outlined in sections 1 & 2.
2. *Evidence of partnership working and supporting collaboration across a diverse range of organisations, including education and community organisations and a knowledge of issues affecting them.
3. *Experience of supporting learning and teaching through providing professional advice and support to further or higher education academic staff and students.
4. Organisational skills to co-ordinate multiple small-scale projects within a team or an academic school under time pressure.
5. IT literacy and up to date practical knowledge of relevant software packages including Microsoft Office in a working environment.
6. Good understanding of applied/engaged research and knowledge of a wide range of research methodologies and how they can be applied.
7. Ability to collect and collate diverse sources of data and prepare accurate analysis and briefings.
8. Excellent communication skills with the ability to communicate complex ideas in an engaging but accurate way, both orally and in writing and experience of developing and delivering promotional content.
9. Excellent interpersonal and teamworking skills.
10. Well-developed analytical and problem-solving capability, attention to detail and the capacity to respond to challenge with openness, empathy, and a solution-oriented mindset.
11. Demonstrable track record of independently managing complex projects or tasks to successful completion, including evidence of overcoming significant challenges or obstacles.

DESIRABLE CRITERIA:

1. Experience of working directly with Further/Higher Education students.
2. Experience of curriculum design.

ADDITIONAL INFORMATION:

Informal Enquiries to Maurice Macartney : m.macartney@qub.ac.uk