ROLE PROFILE

Job Title: Programme and Project Manager

School/Department: Institute for Policy and Engagement

Job Family and Level: Administrative, professional and managerial Level 4

Contract Status: Fixed term until 31st March 2023

Hours of Work: Post 1 – Hours of work are full-time (36.25 hours); however applications are also welcome from candidates wishing to work part-time (minimum 28 hours per week). Please specify in your application if you wish to work part time and the number of preferred hours.

Post 2 – Hours of work are part time (20 hours per week)

Location: University Park Campus

Reporting to: Post 1 to Head of Policy; Post 2 to Head of Public Engagement

Purpose of the Role:

The two posts between them will support the delivery of:
- the Institute for Policy and Engagement’s ambitious programme of policy and public engagement training and events,
- to lead on communications and website development,
- development and evaluation of programmes aimed at improving policy impact, as part of our Research England Funded partnership with Cambridge, Manchester, UCL and Northumbria.
- Overseeing our Fellows programme

The precise mix of responsibilities between the two roles will be determined by best fit to the candidate skill set.

The institute for Policy and Engagement was established in 2018 to support the exchange of knowledge and ideas to enrich policy making, inspire people, support communities, transform lives and shape the future. The Institute has had a very successful first year, and demand for its support is outstripping supply. The successful candidates will increase our capacity to provide better support for researchers, and will help us develop and innovate. The Director’s ambition is that the Institute is seen as sector leading in the way it does impact and engagement, and you will play an important part in helping us meet that ambition.

The Institute operate across all three of our campuses, and a challenge for the year ahead is to develop ways of working that support colleagues in China and Malaysia.

Because the Institute is relatively small and serves the whole University there will be a premium on being able to work flexibly and supporting other team members; and on developing excellent personal relationships across the University and with external partners.
Main Responsibilities

1. To support the Head of Policy by:
   - Working with researchers to develop outstanding policy briefings that are clear, concise and well targeted for what policy makers needs
   - Developing online materials for researchers to draw on when thinking about policy impact
   - Developing and delivering training packages tailored for particular audience needs
   - Learning from other organisations and trying new ideas to ensure our materials are innovative and sector leading

2. To deliver our ambitious programmes of events, lectures, conferences and festivals
   - Building and managing a portfolio of public lectures, public engagement festivals and other events in Nottingham and elsewhere (including in Parliament)
   - leading on event logistics, including developing guest lists and identifying key stakeholders for events to ensure they a well-targeted

3. To support the Head of Public Engagement by
   - Helping develop and deliver a new Public Engagement Strategy for the University,
   - Developing online materials for researchers to draw on when thinking about public engagement
   - Developing and delivering training packages tailored for particular audience needs

4. To lead on the Institute’s communications activities by:
   - Managing our social media presence
   - Developing our website and blog
   - Overseeing the production of regular external and internal bulletins
   - Liaising with Communications and Public Affairs colleagues to coordinate activity and draw on their expertise
   - To develop a communication strategy, covering external and internal stakeholders

5. To oversee the Institute Fellows
   - Managing appointment, events, meetings
   - Deploying fellows as appropriate to support engagement and impact activities; and on internal capacity building

5. To be the Nottingham coordinator for the Research England funded partnership with Cambridge, UCL, Manchester and Northumbria to test and evaluate effective ways for universities to engage with policy makers.
   - To play a role in the management and administration of the partnership
   - To manage the delivery of Nottingham’s contribution to the programme, in particular by working with the evaluation leads to ensure our programmes are properly assessed
   - To feedback insight from the things we are testing to other institutions and vice versa to ensure we are learning from what works.

6. Other duties to support the Institute and University as required

Knowledge, Skills, Qualifications & Experience

<table>
<thead>
<tr>
<th></th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications/</td>
<td>Educated to degree level having achieved a minimum of a 2:1 or equivalent</td>
<td>1st Class degree</td>
</tr>
<tr>
<td>Education</td>
<td>plus prior experience in a similar role</td>
<td></td>
</tr>
<tr>
<td>Skills/Training</td>
<td>Excellent digital skills, in particular an understanding of social media,</td>
<td>Evidence of proactive</td>
</tr>
<tr>
<td></td>
<td>handling databases.</td>
<td>development of</td>
</tr>
</tbody>
</table>

- Extremely strong administrative skills – organisation, project management and understanding of a fast-paced office environment.
- Presentational flair, with an ability to effectively sum up complex issues across written, spoken and visual formats in a cogent, yet compelling manner.
- A willingness to take ownership of complex administrative tasks and bring them to completion.
- Excellent interpersonal skills – confident and with strong negotiation and influencing skills.
- Exceptional attention to detail and accuracy in work and ability to manage own workload with minimal supervision whilst taking decisions and thinking creatively and seeking guidance when necessary.
- Good personal presentation and social skills, discretion, maturity and calmness under pressure.
- Knowledge of higher education policy
- Excellent understanding of the UK local, regional and national political process.
- Professional networks in a relevant field.
- Data visualisation
- Training in research techniques
- Experience at an international level
- Project Management qualification (i.e. PRINCE II)

<table>
<thead>
<tr>
<th>Experience</th>
<th>Statutory/Legal</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Experience of working in public engagement and/or policy impact</td>
<td>- Working knowledge of Freedom of Information and Data Protection issues</td>
</tr>
<tr>
<td>- Experience management experience – Experience of preparing documentation, briefings, running events, managing diaries, sourcing intelligence (from a range of sources) and disseminating content</td>
<td></td>
</tr>
<tr>
<td>- Administrative experience of a fast-paced, high-pressure office environment.</td>
<td></td>
</tr>
<tr>
<td>- Experience of working in a higher-education/education/research focused organisation</td>
<td></td>
</tr>
</tbody>
</table>

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.