



Job title	Research Communications and Public Affairs Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	School of Education	Location	Jubilee Campus

Purpose of role

This is a new and exciting role created to help realise the ambitions for the [Observatory for Mathematical Education](#) (OME) to help improve maths education for children and young people throughout England, from the early years to postgraduate level. Based in the School of Education on the Jubilee Campus, you will play a key part in communicating with government, policymakers, and other organisations and individuals both to understand their needs, and to share and advocate for the Observatory's research findings.

Reporting to the Senior Operations Manager, the role holder will work closely with a variety of colleagues within the Observatory and will have the opportunity to build impactful relationships with a wide variety of external stakeholders, including within parliament. Some travel, most commonly to London, is expected within this role.

Some experience of research dissemination and/or policy engagement work is essential in this role. Knowledge and experience of the education sector would be very beneficial but is not essential. The OME prioritises creating a collaborative and supportive working environment with opportunities for personal development, creativity, and influence.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	Public affairs <ul style="list-style-type: none">Research new organisations and individuals who may be interested in research findings and could discuss, use, or disseminate theseWork with colleagues to agree, deliver, and track engagement plans for different stakeholders, taking personal responsibility for some stakeholder relationshipsFor key stakeholders, track their policy questions and comments, and OME responses, in support of 'problem-driven evidence building'Lead on researching and helping develop wider and deeper connections within parliament and government	40%
2	Research communications <ul style="list-style-type: none">Support academics to create compelling research outputs with a clear, consistent and professional styleLead on identifying and helping create bespoke research outputs for key stakeholders	30%

	<ul style="list-style-type: none"> ▪ Help publicise research findings in varied and creative ways, for example through events, website, mailings, published media, social media, and allied organisations 	
3	Track emerging trends and developments in mathematics education <ul style="list-style-type: none"> ▪ Horizon scan for relevant new reports and papers, summarizing and disseminating key points and links to colleagues ▪ Track and share government requests for submissions and other opportunities ▪ With other senior staff, distil and articulate current maths education issues, ideas, and opportunities 	15%
4	Research communications and impact strategy <ul style="list-style-type: none"> ▪ Working with senior colleagues, contribute to the ongoing development of the OME communications and impact strategy ▪ Develop and manage a plan of activities needed to implement the strategy ▪ Measure and monitor the success of this plan, feeding back into a revised strategy where relevant 	10%
5	Other <ul style="list-style-type: none"> ▪ Support other OME internal and external activities and events as required across the year. ▪ Undertake any other reasonable duties as deemed appropriate within the scale and scope of the post. 	5%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to critically analyse opportunities, situations, and policy and research documents • Excellent interpersonal and communication skills (oral and written). Able to communicate in a credible and effective fashion with both academics and policymakers • Skilled at building positive relationships with people, including those in senior positions, and working effectively and collaboratively with academic and operational colleagues • Ability to write engaging, clear and accurate copy for a range of audiences, on technical/complex subjects • A high degree of initiative, responsibility and self-motivation and a professional and proactive approach to problem-solving • 'Can do' attitude • Ability to work independently and as part of a team • Ability to define priorities and work flexibly and effectively under pressure to meet demanding and conflicting deadlines. Excellent planning and organising skills 	<ul style="list-style-type: none"> ▪ An interest in education and the education sector ▪ An interest in maths education
Knowledge and experience	<ul style="list-style-type: none"> ▪ Significant experience in research communications or policy engagement work ▪ Experience of developing and carrying out effective, integrated communications/ policy impact plans ▪ Experience of working effectively with a variety of external stakeholders 	<ul style="list-style-type: none"> • Experience building relevant connections with stakeholders in the UK policy community, including within government • Experience with translating knowledge between academics and external policymaker organisations • Experience of working within the education sector
Qualifications, certification and	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent and/or professional 	<ul style="list-style-type: none"> ▪ Educated to postgraduate degree level or equivalent experience.

**training
(relevant to role)**

qualification in journalism, politics, communications or PR.

- Significant relevant experience in a similar role.



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
Taking ownership	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
Forward thinking	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
Professional pride	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
Always inclusive	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



