



ROLE PROFILE

Job Title:	Head of Global Policy Impact
School /Department:	External Relations
Job Family and Level:	Administrative, Professional, Managerial level 5
Contract Status:	Permanent
Hours of Work:	Full time, 36.25 hrs
Location:	University Park Campus
Reporting to:	Deputy Director of Communications, Advocacy and Global Affairs/ Director, University of Nottingham Institute

The Purpose of the Role:

The Head of Global Policy Impact will be expected to lead the development of the ‘global policy engagement and impact’ pillar of the to-be-established *University of Nottingham Policy and Engagement Institute*. They would then be responsible for working with colleagues across the institution in leading, managing and delivering a sector-leading programme of research impact on policy support for our academic communities on all three campuses. The programme will be developed in conjunction with the University’s Department for External Relations (Division of Communications and Advocacy) and its Department of Research and Innovation, in conjunction with senior academics from all five Faculties - in particular members of the Governance and Public Policy Research Priority Area. It will build on award-winning policy impact initiatives such as the 2016 Nottingham in Parliament Day and will be expected to launch in Q2 2018.

The Head of Global Policy Impact will develop and deliver a programme of events, training, engagement and communications to support researchers from across the University of Nottingham to engage and work with policymakers. The role holder will take a leading role in developing policy-focused activity within the University and supporting the delivery of high quality research impact.

	Main Responsibilities	% time per year
1.	Work closely with academic and APM colleagues to develop and deliver a single internal institutional programme of activity that will significantly increase the capability and capacity of the University to deliver research impact in local, national and international policy.	35 %
2.	Devise and deliver a dynamic programme of external policymaker engagement that increases awareness of University research and interaction with its researchers, and which deepens the university’s engagement with key policy stakeholders	30%
3	Identify, evaluate and develop research initiative with potential policy impact across the university. Target support and interventions that facilitate the translation and mobility between this research and external partnerships that then enable the realisation of impact on policy	20%
4.	Informed by the criteria and policies of the next Research Excellence Framework and the guidelines of other research funders; lead the provision of internal-facing training and professional development for researcher-policymaker engagement, and delivery of research impact on policy activity. Train and inform academic and	10%

	research development colleagues in changes to the policy and impact landscape	
5.	Any other duties appropriate to the role and level.	5%

Knowledge, Skills, Qualifications & Experience:

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> Higher degree or substantive evidence of equivalent level experience in an HEI setting. 	<ul style="list-style-type: none"> Management qualification such as PRINCE II Postgraduate or Doctoral Qualification
Knowledge/Skills/Training	<ul style="list-style-type: none"> Clear understanding of how research can inform the policymaking process Excellent interpersonal and communication skills (including formal reporting) and the ability to translate between academics and external organisations Track-record of developing and delivering dynamic, creative and impactful programmes of internal/ external engagement Significant experience of events development, management and stakeholder communications Strong and evidenced negotiation skills Excellent time management and prioritisation skills. 	<ul style="list-style-type: none"> Demonstrable knowledge and understanding of research impact and policy engagement in the context of Higher Education. <p>Demonstrable knowledge of:</p> <ul style="list-style-type: none"> The Research Excellence Framework 2021 UK and EU research funding bid development Current definitions of research impact by UK and international funders
Experience	<ul style="list-style-type: none"> Excellent levels of experience in working either with, or for UK and international policymakers Experience of working in a role at a similar level or responsibility in a large, complex, devolved organisation, with multiple stakeholders and partners Substantial experience of project and programme management Substantial experience of partnership and relationship development A well-established network of contacts with key public and private policy making bodies 	<ul style="list-style-type: none"> Experience of supporting research impact activity in a large, research intensive university Excellent connections with stakeholders in the UK research and higher education policy community; demonstrating a commitment to keeping knowledge and expertise up-to-date; Track-record of success in writing pathways to impact submissions that have focused on the impact of research on policy;
Personal Attributes	<ul style="list-style-type: none"> Dynamic, credible self-starter an ability to deliver outcomes in a large complex organisation with minimal instruction Management and operational planning skills and experience. High level communication, presentation and interpersonal skills. Excellent analytical and writing skills. High level of computer literacy and numeracy Problem solving capabilities and creativity Self-motivated with good time management and the ability to prioritise work-load. 	<ul style="list-style-type: none"> Ability to communicate in a credible, effective fashion with both academics and policymakers
Other	<ul style="list-style-type: none"> Enthusiasm and passion for collaboration and innovation Diplomatic and presentable disposition High degree of self-motivation Problem solving and creative capabilities 	Willingness to travel internationally as required