



1 Advertisement

Post Title: Research Assistant

School/department: Policy@Sussex, Sussex Business School

Hours: 0.6FTE. Requests for [flexible working](#) options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term until 31 July 2025

Reference: 21864

Salary: Starting at £32,982 to £37,099 per annum pro rata

Placed on: 09 October 2023

Closing date: 26 October 2023. Applications must be received by midnight of the closing date.

Expected interview date: 06 November 2023

Expected start date: 06 December 2023

Established in 2016, Policy@Sussex is Sussex's dedicated policy engagement initiative that acts as a bridge between policy-relevant research and the world of public policy.

We are excited to be recruiting a Research Assistant to support and drive forward a programme of activities to support increased, effective policy engagement. This is an exciting role requiring experience of using academic research to engage external audiences, as well as building internal and external networks and delivering collaborative projects.

It's an opportunity to play a key role in a small but friendly team, developing and supporting the expansion of impact and engagement activities undertaken by Policy@Sussex over the next two years.

Funded by the UKRI Policy Support Fund, and working right across the academic disciplines, this role would suit someone who is currently studying for - or has recently completed - a PhD, or an external engagement specialist with enthusiasm and interest in policy and research impact.

Please contact Alex Waddington (a.waddington@sussex.ac.uk) for informal enquiries about the role.

Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

You can find further information regarding Policy@Sussex at:
<https://www.sussex.ac.uk/research/about/policy-at-sussex>

3. Job Description

Job Description for the post of: **Research Assistant, Policy@Sussex**

Department: Business School

Section/Unit/School: Policy@Sussex

Location: Essex House

Grade: Research Level 1

Responsible to: Strategy Manager, Policy@Sussex

Responsible for: N/A

Purpose of the post:

The primary purpose of this post is to support and deliver an expanding programme of activity for the Policy@Sussex initiative, working with a range of researchers and professional services staff to ensure Sussex's expertise is ever more visible in policy debates and decision making.

The appointed person will work closely with the Strategy Manager, the Knowledge Exchange and Impact Support Programme and others in the wider Policy@Sussex network (including Public Affairs) to develop and deliver activities that ensure a range of Sussex's research influences policy locally and nationally.

The successful candidate will have a strong interest in policy-making and current affairs, excellent written and verbal communication skills, and the ability to work both on their own initiative and as part of small project teams.

In this role you will work closely with researchers and professional support staff to connect with policymakers, making best use of sector initiatives like the Universities Public Engagement Network (UPEN) and also monitoring a range of external sources for opportunities.

The post holder will be expected to be proactive in meeting with and presenting information to internal colleagues, as well as attending and contributing to events, such as workshops, network meetings and training sessions.

Key Responsibilities:

- Working with researchers to identify key messages and policy implications from research findings
- Producing well-researched and credible policy engagement plans, acting as a broker for relationships.
- Turning academic research findings into a range of accessible formats suitable for policy audiences.
- Producing engaging content for the Policy@Sussex blog, internal newsletters and social media channels

- Supporting the Knowledge Exchange and Impact Team in delivering and managing Policy Fellowships.
- Supporting production of promotional materials such as publications, flyers and email newsletters.
- Monitoring and researching external opportunities and key agendas within the external policy environment.
- Co-ordinating responses to national and regional consultations, inquiries and evidence calls.
- Assist with the organisation and running of capability-building initiatives like workshops, resources and training.
- Building internal relationships – for example with colleagues in the Knowledge Exchange and Impact Support Programme, Innovation and Business Partnerships, Research Information, Quality and Impact, Policy@Sussex network and central functions (eg Communications, Marketing and Advancement).

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

4. Person Specification

Essential criteria

- Excellent written and oral communication skills
- Experience in translating academic material for non-academic audiences
- Excellent organisational skills, with the ability to manage your own workload and co-ordinate projects requiring input from wider colleagues.
- Excellent interpersonal skills and the ability to liaise with a range of internal and external stakeholders.
- Interest in research impact, knowledge exchange and/or evidence-based policy making.
- Strong knowledge of current affairs and the UK national political and policy environment.
- Proficient in the use of standard Microsoft Office software (e.g. Word, Excel, PowerPoint and Teams) and willingness to be trained in other packages.
- Evidence of being able to perform independent work to a high quality.
- Excellent presentation skills and experience of speaking in public.

Desirable criteria

- Experience of policy engagement and research communications and engagement / impact work in Higher Education or a research-intensive environment.
- Experience of using academic research to engage policy audiences.