Post Title: Policy@Sussex Strategic Manager
School/department: Business School
Hours: part time, considered up to a maximum of 0.4 FTE
Requests for flexible working options will be considered (subject to business need).
Contract: fixed term until 31.03.2023
Reference: 6554
Salary: starting at £42,149 to £50,296 per annum, pro rata if part time
Placed on: 12 August 2021
Closing date: 06 September 2021 Applications must be received by midnight of the closing date.
Expected Interview date: 22 September 2021
Expected start date: 1 December 2021

The University of Sussex is looking to recruit a part-time Strategic Manager for Policy@Sussex, the University’s policy engagement initiative that aims to act as a bridge between policy-relevant research and the policymakers, influencers and shapers who act on evidence.

The post holder will provide strategic leadership for Policy@Sussex to become a central policy engagement resource for the University and will develop and deliver the overall strategy for Policy@Sussex.

The role will be responsible for championing research-based policy engagement within and outside the University, strategically reinforcing and expanding Sussex’s position in this space, working together with members of the Policy@Sussex team based in Schools.

Most importantly, they will identify opportunities to make Policy@Sussex a sustainable part of the University that contributes to the delivery of the University’s mission and vision as set out in the Sussex 2025 Framework and supports our commitments on the KE Concordat.

We are looking for a dynamic individual with demonstrable knowledge and understanding of research impact on policy and experience of knowledge exchange brokerage in the context of higher education, as well as solid negotiation, diplomatic and communication skills.

This post is funded by the ESRC Impact Acceleration Account at the University of Sussex.

Please contact Debbie Keeling: d.i.keeling@sussex.ac.uk for informal enquiries.

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.
2. The School / Division

Please find further information regarding the Policy@Sussex see: https://blogs.sussex.ac.uk/policy-engagement/

3. Job Description

Job Description for the post of: Policy@Sussex Strategic Manager

Department: Business School

Section/Unit/School:

Location: Jubilee Building

Grade: 8

Responsible to: Deputy Pro-Vice Chancellor for Knowledge Exchange

Responsible for: N/A

Job description

Purpose of the job

1. To develop and deliver the overall strategy for Policy@Sussex and contribute to obtaining research funding and knowledge exchange income as appropriate.

2. To enable and contribute to policy engagement activities.

KEY RESPONSIBILITIES

1. Research, Scholarship & Enterprise

   1.1. Identify sources of funding and secure or contribute to the process of securing bids.

   1.2. Identify and secure opportunities for enterprise activity, knowledge exchange income and/or consultancy where permissible.

   1.3. Actively build internal and external contacts and play a key role in internal networks and relevant external networks in order to, for example, identify sources of funding, secure student placements, and build relationships for future activities.

   1.4. Contribute to a relevant national professional body or recognised events.

   1.5. Continually update knowledge and understanding in policy engagement and engage in continuous professional development.

   1.6. Conduct risk assessments and take responsibility for the health and safety of others, if required.

2. Contribution to School & University
2.1. Attend and contribute to relevant meetings.

2.2. Mentor less experienced colleagues, advising on personal development.

2.3. Undertake additional duties, as required by the Principal Investigator and/or Head of School.

3. **Role-specific duties**

3.1. Develop and deliver the overall strategy for Policy@Sussex
3.2. Coordinate and champion the work of Policy@Sussex to internal and external stakeholders
3.3. Pull together the different threads of research across Policy@Sussex to maximise and create new policy engagement and income opportunities
3.4. Liaise with Associate Director of Public Affairs to build networks and coordinate policy engagement.
3.5. Work strategically across the University and externally to secure long-term funding for Policy@Sussex
3.6. Raise the profile of Policy@Sussex across the University (beyond the current membership) and find ways to assist with policy engagement with the resources available.
3.7. Regularly coordinate Policy@Sussex meetings to ensure that colleagues are kept up to date with developments.
3.8. Access appropriate funding streams and assist grant applications to identify policy impacts and outcomes
3.9. Assist in the development of the annual IAA report
3.10. Monitor and evaluate public policy engagement activities across the University to contribute to metrics required for the KEF.
3.11. Highlight policy engagement opportunities and professional development to the Policy@Sussex team
3.12. Assist with the organisation of events in liaison with the Associate Director of Public Affairs.
3.13. Extend and develop the range and variety of policy-related engagements undertaken by University researchers locally, nationally and internationally.
3.14. Oversee the delivery of internal training and events programme (and delivering some of the training courses personally)

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 level of responsibility entailed.
INDICATIVE PERFORMANCE CRITERIA

- Involvement in the creation, transfer and use of the results of research through a range of knowledge exchange activities.
- Success in transferring research results to policy or other practical use.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to Masters or doctoral level, or other equivalent qualification, or appropriate level of experience
2. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
3. Ability to work individually on own initiative and without close supervision, and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.

ESSENTIAL ROLE-SPECIFIC CRITERIA

8. Demonstrate knowledge and understanding of research impact on policy in the context of higher education
9. Strong and evidenced negotiation and diplomatic skills
10. Excellent interpersonal and communication skills (including formal reporting) and the ability to translate between academics and external policymaker organisations
11. Experience and evidence of developing a convincing business case for funding, and garnering senior stakeholders support for the initiative.
12. Demonstrable experience of knowledge exchange brokerage

DESIRABLE CRITERIA

13. Evidence of the ability to influence public discourse based on research
14. Demonstrable experience of planning and running policy events and producing policy-focused publications.