Job Description

Job Title: **Policy and Evidence Manager**

Reports to: **Head of Membership and Engagement**

Location: **Cambridge / home working**

Contract: **Full time / permanent**

Grade: **3**

Salary: **£28k - £32k (Pro rata, as applicable)**

Hours: **37.5 per week.** Applications for flexible working will be considered

JOB PURPOSE:

Implementation of the Careers Research and Advisory Centre (CRAC) and Vitae's policy and evidence strategy in relation to research culture, researcher development and beyond. Working collaboratively across the Vitae community and sector stakeholders, nationally and internationally, you will facilitate and influence evidence-based policy development and action; identifying evidence and research priorities, developing stakeholder relationships and delivering on our strategic vision Vitae 2025. This role sits across policy and engagement to support delivery of the wider Vitae programme and requires strong on cross-team working.

MAIN RESPONSIBILITIES

- Develop and deliver the Vitae annual programme, including events, consultations and other activities to engage stakeholders in the professional and career development of researchers, including policy makers, researcher development practitioners, senior leaders and researchers.
- Manage a portfolio of projects related to strategic areas of policy development, including research culture, wellbeing and mental health, equality diversity and inclusion, researcher careers and professional development, research assessment, responsible research and innovation, talent and skills.
- Develop project proposals, define project tasks, manage internal and external resource, plan and schedule project timelines, track project deliverables and project-level budgets where required.
- Undertake policy analysis, research and sector intelligence gathering, draft policy briefings and summary reports for internal and external communication. Support dissemination of policy to the community.
- Implement and develop an international award process evidencing progress and cultural change centred around key sector policy instruments. Support applicants through drop-in sessions and the review of action plans. Curate and manage a community platform of practice.
- Develop and facilitate community engagement initiatives with external stakeholder groups through meetings, events both physical and online, co-production of content and network development.
- Communicate effectively and manage relationships with all stakeholders and external partners to develop Vitae relationships and networks, and to generate new business. Represent Vitae on special interest/working groups, contribute to external consultations on behalf of Vitae and present on areas of organisational focus at external events.
- Monitor and report on progress to stakeholders including the CRAC Senior Management Team, advisory groups and wider community.
- All team members take a continuous improvement approach to their work, contributing to the development of processes and ways of working, as well as organisational culture and strategy, providing insights and connections from their perspective.

PERSON SPECIFICATION AND EXPERIENCE

Knowledge, Skills and Experience

Essential:
- Candidates will need to understand the research landscape, ideally as it relates to research culture and the development of researchers
- It would be advantageous to have knowledge of topical policy areas in higher education and research, such as research culture and environment, researcher employment and careers, open research, research assessment, equality, diversity and inclusion, wellbeing and mental health
- A passion for learning new things and building strong relationships with stakeholders is essential
- Excellent organisation and time management skills are essential
- A pro-active individual, able to work autonomously, set personal objectives and work in a team environment

Desirable:
- Experience of working in or adjacent to higher education or research in the UK and internationally
- Experience of policy development
- Tech savvy
- Knowledge of applied research skills
- Experience with managing expectations
- Ability to work effectively in matrix environment
- Experience of developing high level stakeholder relationships
- Background in community building and stakeholder engagement
- Formal project management qualification or experience of formal project management approaches
- Experience of successfully delivering a wide variety of projects simultaneously

Other skills:
- Project leadership and management skills
- Communication and presentation skills both written and oral
- Ability to travel in the UK and abroad if needed
- Appropriate IT skills