

## Job Description

**JOB TITLE:** Engagement and Policy Project Manager

**REPORTS TO:** Head of Higher Education Engagement

**JOB PURPOSE:** Play an active role in CRAC and Vitae's position as the world-leading innovator and thought leader for the professional development, leadership, and training and development of researchers and researcher developers. Management and delivery of a range of projects and programmes to support a growing Vitae member community and engage stakeholders at all levels. Contribute to policy development at a national and international level

**GRADE/SALARY:** 3

**Date of Issue:** 03 October 2018

### 1. MAIN RESPONSIBILITIES

- Manage and deliver a broad range of projects related to engaging stakeholders in professional and career development of researchers, including policy makers, practitioners, postgraduate researchers and research staff
- Apply and develop knowledge and experience of higher education and research policy to facilitate the definition of project scope, goals and deliverables
- Undertake policy analysis, research, development, or other work as required in the project, particularly in the areas of researcher careers, research culture, RRI, science and innovation, and talent and skills
- Develop project proposals, define project tasks, manage internal and external resource, plan and schedule project timelines, and track project deliverables
- Manage and facilitate external stakeholder groups through meetings, events, digital and social media, and community and network development
- Monitor and report on progress to stakeholders including the CRAC Senior Management Team, Advisory Groups and wider community
- Provide project impact evaluations and assessment of results, and prepare draft reports
- Communicate effectively and manage relationships with external project sponsors, stakeholders and partners to develop Vitae relationships, networks and business
- Deliver presentations if needed
- Liaise with internal colleagues to prepare communications plans and disseminate other information as appropriate

### 2. KEY RELATIONSHIPS

- Head of Higher Education Engagement
- CRAC Leadership Team
- Higher Education Team
- Other internal colleagues and external stakeholders as appropriate

### 3. PERSON SPECIFICATION AND EXPERIENCE

#### Knowledge and Experience

##### *Essential*

- Experience of working in higher education or research in the UK and internationally
- Knowledge of topical policy areas in higher education and research, such as researcher careers, research culture, RRI, science and innovation, and talent and skills
- Track record of community and network building
- Excellent proven project management skills
- Experience of successfully delivering a wide variety of projects on time and on budget
- Confidence and authority to build trust and respect with internal and external stakeholders
- Track record of growing business following successful delivery of projects

##### *Desirable*

- Experience of policy development
- Knowledge of research skills
- Knowledge and experience of equality, diversity and inclusion, and/or wellbeing and mental health, from a policy or practice perspective, in higher education or other sectors
- Recognised professional project management qualification

#### Skills, the ability to:

- Work collaboratively and diplomatically to engage policy makers and practitioners of researcher development
- Excellent project leadership and management skills
- Excellent communication skills both written and oral
- Focus on detail and delivery to time, budget and quality
- A pro-active individual, able to work autonomously, set personal objectives and work in a team environment to deliver project goals
- Ability to travel in the UK and abroad if needed
- Appropriate IT skills

#### Attributes

- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills in order to meet deadlines
- Ability to lead and work as part of a team
- Excellent interpersonal and communication skills
- Demonstrable commitment to the mission of the organisation, including through own personal development