

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SUPPORT SERVICES
COMMUNICATIONS AND MARKETING DIVISION
POLICY@MANCHESTER
VACANCY REF: PSS-14938

Salary:	Grade 6 £32,816 to £40,322 per annum
Hours:	Full time
Duration:	Starting January 2020
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Tanya Graham – Head of Communications and Engagement Policy@Manchester

Email: Tanya.graham@manchester.ac.uk

BACKGROUND

The Policy@Manchester unit works as an informed broker, to connect our researchers with those working on policy, supporting and smoothing the process of knowledge exchange where needed.

We work on a daily basis with researcher's right across the University, providing professional advice and consultancy on how academics can best engage with policy audiences, and influence our society for the better.

With a team of six operational Professional Support Service staff, led by two academic Co-Directors, in recent years the team has built an enviable reputation for high-impact, high quality work that supports the strategic aims of the institution.

Outputs include influential thought leadership publications such as On Materials, On Cohesion and On Energy, blogs that are cited by the media and read by influencers in government departments, an events programme that brings national and regional policy actors onto campus, and also training sessions that provide researchers will greater knowledge, skills and confidence. Working in our team is challenging and will demand the very best from you, but it will also be rewarding.

Overall purpose of the job

We are looking for a talented individual to help us ensure Manchester's research-based knowledge engages and impacts upon policy regionally, nationally and internationally.

This is a great opportunity to play a key role in delivering clear economic analysis to support an exciting programme of work and to be part of a highly-regarded, award-winning team.

As the analyst for Policy@Manchester, you will have responsibility for communicating complex and conceptual ideas to those with limited knowledge and understanding of the areas of research, as well as to peers using high level skills by underpinning key engagement initiatives with economic and statistical data based on research.

You will have very strong interpersonal skills, with the ability to build internal and external relationships. You will be required to develop productive working relationships both inside and outside of the University. You will be comfortable working on your own initiative, seeking counsel where appropriate – and providing regular reports on activity and achievements to senior colleagues and key stakeholders.

Importantly, you will possess outstanding oral and written communication skills, and should be confident giving advice to professional support staff and academics (on a one-to-one basis but also to larger audiences). You should be able to deploy strong tact, diplomacy and advocacy skills when required.

The University of Manchester values a diverse workforce and welcomes applications from all sections of the community.

Key Responsibilities, Accountabilities or Duties:

- Working with colleagues across the University and their partners in order to support achievement/delivery of research projects and advance thinking. This will be achieved through provision of economic analysis and market intelligence to develop clear and insightful evidence to support Policy@Manchester's engagement within briefings and publications.
- Working with academics look at supporting policy impact through specifically focused on strategic research projects. This will include analysis and interpretation, data collection and report preparation and recommendations.
- To have a clear understanding of the national and regional policy agendas and to direct projects that can support that agenda.
- Provision of consolidated management intelligence and executive summaries in appropriate formats, including reports, slides and briefing documents with a requirement to present findings to stakeholders on implications around policy.
- To support Policy@Manchester in developing new concepts and ideas to extend

intellectual understanding and to develop ideas for application of research outcomes. To assess, interpret and evaluate outcomes of research and resolve problems in meeting engagement objectives and deadlines.

- To support the provision of appropriate, accurate and reliable management information of the activities of Policy@Manchester including the development of appropriate protocols and systems for the collection, maintenance and interrogation of such information.
- To collaborate actively within the team and the University to support research projects and advance thinking and to develop productive working relationships
- To plan, co-ordinate and implement strategies to underpin the use of economic data in developing engagement with key stakeholders.
- To manage the use of resources and ensure that effective use is made of them, balancing the demands of competing deadlines.
- To undertake other duties as determined from time to time by the Head of Policy@Manchester.

PERSON SPECIFICATION

Essential Knowledge, Skills and Experience:

- Educated to degree level or equivalent
- An understanding of the local and national policy landscape with the ability to apply this knowledge to projects and challenge the findings within that context and experience of working with stakeholders in the policy arena.
- Experience of market intelligence analysis and horizon scanning techniques.
- Strong analytical capacity and experience of data collection with a clear understanding of and ability to use data sources from a wide range of sources, and to then report on this for senior decision makers.
- Experience of and commitment to working collaboratively and flexibly as part of a team as well as developing strong working relationships across a large organisation.
- Excellent interpersonal and communication skills with the ability to communicate effectively, both verbally and in writing, with a range of audiences with varying levels of understanding.
- Exceptional experience with Microsoft Power BI
- Highly developed presentation skills, using relevant software with evidence of delivering key information at Senior Management level meetings and dissemination to relevant external audiences.
- Excellent project management skills with evidence of successful project delivery
- Excellent organisational and time management skills with the ability to work on own initiative and manage own workload effectively and working to multiple/ conflicting deadlines

Desirable Knowledge, Skills and Experience:

- Previously worked for the civil service.

- Cognisant of the priorities and culture of relevant stakeholders and of academic institutions and has a working understanding of how academics engage with stakeholder partners
- A demonstrated understanding of the principles of relational database design and the analysis and reporting of structured data