Job Description

JOB TITLE:	**Engagement and Policy Project Manager (maternity cover)**
REPORTS TO:	**Head of Engagement and Policy**
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:	**07 June 2021**

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, doctoral researchers and research staff
- Apply and develop knowledge and experience of higher education and research culture and environment to facilitate the definition of project scope, goals and deliverables
- Manage and facilitate external stakeholder groups through meetings, events, digital and social media, and community and network development
- Develop project proposals, define project tasks, manage internal and external resource, plan and schedule project timelines, and track project deliverables
- Monitor and report on progress to stakeholders including the CRAC Senior Management Team, Advisory Groups and wider community
- Contribute to organisational understanding of relevant policy, particularly in the areas of researcher careers, research culture, RRI, science and innovation, and talent and skills
- 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 Engagement and Policy
- CRAC Leadership Team
- Engagement and Policy Team
- Other internal colleagues and external stakeholders as appropriate

3.   PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

Essential
- Understanding of higher education or research in the UK or 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 working in higher education or research
- Experience of researcher development
- Knowledge of research skills
- Knowledge or experience of equality, diversity and inclusion, and/or wellbeing and mental health, from a policy or practice perspective, in higher education or other sectors

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
- 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