

Job Description

Job title: Policy and Research Manager (appointment at Senior Policy and Research Manager level possible for an exceptional candidate)

Reports to: Head of Policy and Engagement

Location: Hybrid/Cambridge

Contract/hours: Full time/permanent, 37.5 hours per week (part-time will be considered)

Grade: 3 or 4 depending on experience

Salary: £32,000 to £40,000 depending on grade and experience (£32,000 to £37,000 at Grade 3; £37,000 to £40,000 at Grade 4)

Date of issue: May 2026

WHO WE ARE

The Careers Research and Advisory Centre (CRAC) is an independent and trusted provider of expertise on all aspects of careers in research. CRAC manages Vitae, a not-for-profit programme and sector leader in the professional and career development of researchers. CRAC-Vitae have expertise in career tracking, research culture and researcher development and regularly lead large research projects, commissions and consultations in these areas. We foster and support an established professional community to share and advance policy and practice through our international membership programme.

ABOUT THE ROLE

This role sits in the Policy and Engagement team and contributes to our project delivery, sector briefings, resource development, consultation responses, and engagement with funders, policymakers, and European partners. The postholder will work across Horizon Europe consortia, UK policy work, and the wider Vitae programme. CRAC-Vitae is a small organisation and the postholder will work closely with colleagues across teams. Most team members are hybrid, with regular days in our Cambridge office and time together intentionally across the year.

We are advertising this role at two levels. Appointment will normally be at Policy and Research Manager (Grade 3), against the essential criteria set out in the person specification. We may appoint at Senior Policy and Research Manager (Grade 4) where a candidate meets the Grade 3 essential criteria and additionally demonstrates:

- substantial experience of independently leading policy or research projects from design through to delivery and dissemination
- established networks and credibility in European research policy, including direct experience of Horizon Europe consortia or equivalent
- a track record of contributing to successful funding bids and shaping methodological approaches
- experience of representing an organisation externally at senior policymaker, funder

or sector leadership level.

JOB PURPOSE

The Policy and Research Manager will manage the delivery of projects across our policy and research portfolio, with a significant strand under Horizon Europe. The role requires the ability to manage multiple workstreams to deadline, coordinate across colleagues, and engage external partners and stakeholders with confidence. A central purpose of the role is to raise CRAC-Vitae's presence and reputation in Europe, building relationships across the consortia and wider networks we work in, and bringing European insight back into our UK policy and research work.

MAIN RESPONSIBILITIES

- Manage delivery of policy and research projects across CRAC-Vitae's portfolio, including as a partner in Horizon Europe consortia, ensuring deliverables meet time, budget and quality requirements.
- Coordinate Vitae's contribution to European consortia and partners, building relationships across the networks we work in and bringing European insight into our UK policy and research work.
- Undertake evidence-based research and analysis, including desk research, sector reviews, survey design and qualitative analysis, and produce reports and deliverables to a high standard.
- Develop policy briefings, resources and other outputs for funders, policymakers, universities and the wider research community, including practical content for EURAXESS UK and similar audiences.
- Design and facilitate sector engagement activities, including advisory groups, workshops and events, online and in person, in support of project goals and the wider Vitae programme.
- Represent CRAC-Vitae externally with funders, policymakers and sector partners, including deputising for the Head of Policy and Engagement and contributing to relevant networks and working groups.
- Contribute to funding bids, including methodological input, identifying partners and shaping proposals.

PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

Essential:

- Experience of working with universities in the UK and/or Europe
- Track record of managing multiple projects to successful delivery
- Experience of desk research, evidence reviews and analysis of evidence for different audiences
- Experience of managing relationships with external stakeholders and partners
- Demonstrable ability to build relationships across European research networks

Desirable:

- Experience of Horizon Europe projects and consortia
- Experience of developing resources for diverse stakeholders, including practical toolkits, web content, policy briefs or reports

- Experience of developing recommendations for policymakers, funders and senior leaders

Skills and Attributes

Essential:

- Excellent project management skills, with the ability to manage multiple workstreams to deadline
- Strong qualitative research and analysis skills, with the ability to draw out themes and findings from evidence
- Excellent written communication, including the ability to write for different audiences and purposes
- Excellent oral communication, including presenting and facilitating workshops face to face and online
- Ability to work diplomatically and effectively with UK and international clients and stakeholders
- Confidence and credibility to represent CRAC-Vitae externally with funders, policymakers and sector partners
- Ability to work autonomously within an agreed framework and collaboratively to deliver shared goals
- Commitment to own development and to working as part of a learning organisation
- Ability and willingness to travel, including internationally, and to work flexible hours when required

Desirable:

- Skills in quantitative research and analysis
- Experience of survey platforms and other research or analysis tools
- Experience of public speaking to larger audiences
- Experience of contributing to funding bids, including methodological input and partner engagement
- Working knowledge of one or more European languages