

## THE UNIVERSITY OF MANCHESTER

### **Academic Co-Director of Policy@Manchester**

Applications are invited from academic members of the Faculty of Humanities for the post of Academic Co-Director of Policy@Manchester. The post holder will have a unique opportunity to make a vital contribution to the University's public profile and policy impact.

The post is available for a period of two years with the possibility of renewal and carries a 20% workload adjustment. The Academic Co-Director will work closely with the Policy@Manchester team to deliver policy impact in key areas of research across the University.

#### **Background**

Policy@Manchester is a flagship initiative which showcases the contribution of researchers from across The University of Manchester to public policy development within the UK, and internationally.

The network acts as a focus for our strengths in public policy areas which have resonance externally. It provides a platform for our staff to share ideas with each other and the external policy community, with the aim of creating new synergies, knowledge and partnerships.

Over the last four years, the initiative has enjoyed significant success in its activities, recently through the high profile Industrial Strategy Commission and a year-round programme of events, but also through publications on issues such as Brexit and the General Election, advocacy and strong online engagement. Policy@Manchester has secured cross-faculty funding to deliver an ambitious agenda of policy engagement and impact.

In 2016, Policy@Manchester secured cross-faculty funding until 2019 to deliver an ambitious agenda of policy engagement and impact. With a team of six professional support staff in place, and a stream of activity underway, the next two years will be a crucial time for Policy@Manchester in terms of delivery and outcomes.

The Academic Co-Director will work closely with Vice Dean for Social Responsibility in the Faculty of Humanities and Policy@Manchester's Head of Communications and Engagement. Whilst the Head of Communications and Engagement will be responsible for the day-to-day management of Policy@Manchester, the Academic Co-Director will be responsible for developing and delivering a strategy to increase engagement, by University of Manchester academics, in policy development in the UK and internationally.

The Academic Co-Director will work across all three faculties, developing bespoke models of engagement with each, helping build capacity and understanding of policy process and impact.

Policy@Manchester is a University-wide initiative, but its professional support functions are located within the Communications and Marketing team in the Faculty of Humanities.

## **Key Duties/Responsibilities:**

The Academic Co-Director will be jointly responsible for the development and delivering of Policy@Manchester's strategic vision and will be accountable to Policy@Manchester's Strategy Board which includes representation from across the University and the Vice Dean for Social Responsibility within the Faculty of Humanities. Working in conjunction with the Co-Director and Engagement Manager, the post-holder will:

- develop and implement Policy@Manchester's strategy and operational plan, with particular emphasis on achieving impact at an international level;
- ensure alignment of the Policy@Manchester's strategy with the strategies of the faculties;
- act as a highly visible ambassador for Policy@Manchester and the University, establishing and developing external relationships with key policy-influencing figures and organisations;
- ensure that Policy@Manchester plays an active role in contributing towards the University's engagement with the Devo-Manc agenda;
- increase academic engagement with Policy@Manchester;
- identify and implement a comprehensive and effective stakeholder engagement strategy based on consultation across the University and ensure a co-ordinated and strategic approach to policy engagement activity;
- maximise opportunities to enhance the reputation of Policy@Manchester - and the policy impact of the University's Schools, Institutes and Research Centres;
- deliver and monitor a strategy to increase internal staff engagement with Policy@Manchester and increase their policy engagement activity;
- contribute towards the identification and delivery of training and support to academic staff in appropriate policy engagement methods;
- identify and develop mutually beneficial strategic partnerships and relationships, both inside and outside the institution, with the aim of realising Policy@Manchester's engagement strategy;
- shape and approve Policy@Manchester's annual schedule of activities;
- monitor the Policy@Manchester budget;
- develop relationships with key academic partners, nationally and internationally;
- contribute towards an annual review of progress against Policy@Manchester's strategic plan;
- represent Policy@Manchester at the annual review of strategic projects and investments ;
- set and review appropriate targets and key performance indicators for Policy@Manchester;
- act as a mentor and 'critical friend' to the Engagement Manager in their professional development.
- Work collaboratively and in a joined-up way with a Co-Director and Head of Communications and Engagement, maintaining regular and good lines of communication.
- Working strategically at University level and across the three faculties to secure long-term funding for P@M beyond 2019.

**Person Specification:**

Candidates must be able to demonstrate that they meet the requirements of this person specification in order to be considered for the role. Candidates are particularly encouraged from the Faculty of Science and Engineering and the Faculty Biology Medicine and Health. The successful candidate will:

- be committed to the goals and vision of the University of Manchester and Policy@Manchester;
- have a proven track record of engagement and knowledge exchange, preferably in the policy arena;
- have proven academic leadership and management skills;
- have a proven track record of building teams and effective working relationships;
- be able to think strategically and gain the agreement of colleagues for key decisions;
- be honest and open and have a high level of personal integrity;
- be an effective communicator;
- have experience of consulting with colleagues at all levels on a regular basis in order to inform strategic goals and operational activity;
- have experience of building effective partnerships amongst staff;
- be well organised and committed to getting the job done;
- have a track record of being decisive, proactive and fair in tackling difficult management issues;
- have a commitment to, and good understanding of, equality and diversity in employment.