



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Policy Officer, Policy Leeds, Research and Innovation Service**



**Salary: Grade 7 (£33,797 – £40,322 p.a. dependent on skills and experience)**

**Reference: CSRIS 1141**

**Fixed-term for 3 years**

**We will consider job share / flexible working arrangements**

## **Policy Officer, Policy Leeds Research and Innovation Service**

**Are you an ambitious person who wants to help translate world-leading research into policy impact? Do you have experience in engaging both with researchers and policy makers at local, national or international levels? Can you help researchers from diverse areas to collaborate with policy makers throughout the research process, and to present research results in the most timely and impactful way?**

We are looking for an experienced and enthusiastic Policy Officer to join Policy Leeds, a newly established initiative that aims to strengthen the influence and impact of research from across the University of Leeds on policy design, delivery and impact at local, national and international levels.

Policy Leeds will work as a dedicated hub to bring together academic, policy-maker and practitioner communities in innovative collaborations. It will work across the University to identify priorities and opportunities, review and develop best practice and provide guidance, training and support for researchers wanting to deliver effective, impactful policy engagement. It will also disseminate intelligence and information on opportunities for, and routes to, policy impact across the University.

Within the University, Policy Leeds will work with established and emerging researchers, and with research support, professional development, engagement, and communications staff across the University. It will engage with key disciplines and with inter-disciplinary research initiatives. Externally, Policy Leeds will not only engage with local, national and international governments and NGOs, but also with the broader policy networks that have an interest in different areas of policy, including; think tanks, pressure groups, media, trade associations, businesses, and stakeholder groups.

### **What does the role entail?**

Working with the Director of Policy Leeds and staff across the University, the Policy Officer will help to develop a strategic plan whilst leading on the management and delivery of the day-to-day activities of Policy Leeds to ensure that it:



- Supports, coordinates and adds value to existing initiatives relating to policy impact spread across different schools and faculties;
- Identifies research across the University with potential for policy impact and maps key opportunities for policy impact at different scales;
- Supports network building and the training and professional development of established and early career staff and Post Graduate Researchers;
- Enables more effective research collaborations by strengthening links and building trust with key policy bodies and networks, enabling dialogue, data sharing, placements, fellowships etc;
- Organises events, internally (e.g. seminars, sandpits, public lectures etc) and externally (e.g. in Parliament through collaborations with different All-Party Parliamentary Groups);
- Raises our profile and strengthens our impacts by advancing best practice, helping to publish and promote policy briefs and by helping to present research results to policy communities in forms and at times most likely to influence key policy decisions;
- Acts as a focal point for policy facing research across the University and as a point of connection between the University and key policy making bodies/communities and external networks;
- Tracks its activities and presents evidence of its impacts to the University and other stakeholders;
- Engages and communicates with diverse audiences through its web-pages and social media platforms.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

To be appointed as a Policy Officer you will have:

- A sound understanding of the research process and experience in engaging with researchers in both disciplinary and inter-disciplinary settings;
- A sound understanding of the policy process and experience in engaging with policy makers, civil servants and interest groups in diverse policy areas;
- A sound understanding of the policy landscape and of the different functions and layers of government at the local, national and international scales;



- Experience in research communication and in presenting the results of research to diverse audiences in the most timely and effective manner;
- Experience in the preparation of policy briefs and in the presentation and communication of research results in different formats;
- Experience in event organisation, relationship management and network building;
- Experience in helping to manage and feed content into web-pages and social media platforms;
- Good time management and planning skills, with the ability to meet tight deadlines, manage competing demands and work effectively under pressure without close support;
- Excellent written and verbal communication skills including presentation skills;
- A proven ability to work well both individually and in a team;
- A strong commitment to your own continuous professional development.

You may also have:

- Experience in working in the policy making process and/or in the translation of research into policy;
- Experience in developing new policy-facing pathways to impact for research;
- Experience in tracking and documenting the impacts of research on policy;
- Experience in fund-raising and in providing support to successful research funding applications.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Prof. Nick Plant**, [Dean for Research Quality and Impact](#) ([N.Plant@leeds.ac.uk](mailto:N.Plant@leeds.ac.uk))

**Prof. Andy Gouldson**, [Director of Policy Leeds](#) ([A.Gouldson@leeds.ac.uk](mailto:A.Gouldson@leeds.ac.uk))



## Additional information

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

