

THE POST

College /Service:	Research Services
Post:	Senior Public Engagement Manager, Wellcome Centre for Cultures and Environments of Health
Reference No:	P57181
Grade:	G
Reporting To:	Deputy Director (Public Engagement and Engaged Research) and Assistant Director – Research Development and Management

The above fixed term full time post is available from 1 June 2017 to 31 March 2022 in Research Services.

Job Description

Context

Funded by a £4.1 million research grant from the Wellcome Trust together with funding from the University of Exeter, the Wellcome Centre for Cultures and Environments of Health will open in April 2017. The Centre builds on successful research clusters across the University and on the University's Humanities and Social Science Strategy. Transdisciplinary and international in its approach, the Centre will bring together leading scholars across the medical humanities, social sciences and health research with the aim of understanding how we can create and sustain cultures and environments that enable health and well-being across the life course.

In keeping with the Wellcome Trust's commitment to outstanding Public Engagement, the Centre has developed an ambitious public engagement vision focused on creating a culture of engaged research. In order to achieve this vision, a clear engagement strategy and plan will need to be formulated, delivered and coordinated. The breadth of the Public Engagement vision, and the effective location of the Centre in purpose-planned space on the Streatham Campus, will require communicating this vision and operational plans to academics and professional services across all Colleges and campuses.

The appointee will be expected to liaise closely with senior academics to determine how public engagement should feed into and inform the overall work of the Centre, to co-develop an understanding of how the dynamics of public engagement can exemplify and shape the dynamics of the Centre research, and to work towards developing strategies for how public engagement can help accomplish the overarching Centre principle of 'Healthy Publics'.

Scope

The University of Exeter is committed to the principles of the Concordat for Public Engagement in research, in particular that researchers are recognised and valued for their involvement with public engagement activities and are supported to participate in public engagement activities through appropriate training, support and opportunities.

The Senior Public Engagement Manager role will constitute the critical focal point within the Centre, and on the University Strategic Steering Group for Public Engagement in Research, in order to realise the breadth and depth of the Centre's ambition to become a beacon of excellence for engaged research within the institution, nationally, and internationally.

The post-holder will be responsible to the Deputy Director for Public Engagement for the Centre, and be line managed within the Research Services, under a matrix management arrangement. This role will be responsible for ensuring that the Centre vision of a culture of engaged research is realised across all research

activities. The role will require the building of external collaborations and partnerships to ensure the active involvement of multiple publics in co-creating, delivering and disseminating research.

The Senior Public Engagement Manager will be the central source of support and guidance for delivering this international vision for PE and engaged research, highlighting any potential risks to realising the vision and strategy and implementing action plans accordingly. They will oversee the evaluation of the culture of PE across the life-course of the Centre and will be expected to contribute to the academic literature about theories and concepts of engaged research. They will also support funding bids for public engagement activities arising from Centre activity and will line manage and support engaged research fellows and graduate business partners where appropriate. Regular reports, updates and presentations to the Operational Team (Weekly), Management Group (monthly), Executive Group (quarterly) and External Advisory Board (yearly) will fall within the remit of this role.

The role will also have delegated responsibility for the Public Engagement budget.

Main purpose of the role

The vision of engaged research for the Centre will necessitate the involvement of multiple publics in the co-design and co-delivery of the Centre's research activities, to the mutual benefit of all collaborators. The role of the Public Engagement Manager will be to foster and support a culture of Public Engagement and engaged research, ensuring that resources, support services and processes (such as the internal Seed Fund Awards) are in place. The Senior Public Engagement Manager will also collaborate with, and coordinate the development of, new networks and partnerships with schools, communities, charities and other third sector organisations, ensuring that the Centre is accessible and proactively engaging with external organisations and groups, nationally and internationally. This post will also work with senior impact managers within Innovation, Impact and Business (IIB) to ensure that evidence of the impact of the Centre's activities are captured.

Responsibilities

Strategy and Planning

- Develop a strategy for Public Engagement and engaged research, in partnership with the Public Engagement Group and Academic Lead for Public Engagement for the Centre.
- Develop an operating model to deliver the Centre's strategy for Public Engagement and engaged research to ensure that high-quality Public Engagement and engaged research is embedded within the Centre.
- Identify appropriate evaluation frameworks to ascertain how and whether a culture of Public Engagement is being embedded across the Centre.
- Develop an evaluation strategy to ensure ongoing learning and reflection on both the processes and outcomes of the Centre's Public Engagement strategy and activities
- Ensure that a commitment to engaged research is part of all recruitments to the Centre and all funding awards that the Centre makes
- Ensure that engaged research is effectively supported and informs the all research activities of the Centre.
- Mentor and support other engaged research fellows working within Wellcome Trust funded initiatives and Centres across the University
- Delegated responsibility to manage the Public Engagement budget and have overall responsibility for the Public Engagement Seed Fund Awards.
- Develop and support specialist networks, such as a schools research network, and international networks to increase opportunities for identifying and working with target audiences.
- Identify opportunities and approaches for sharing the Public Engagement work of the Centre with expert bodies and partner organisations, and in turn learn from the expertise and experience of these bodies.
- Support and manage Public Engagement and engaged research activities that are currently underway and support members of the Centre in the development of future bids for Public Engagement and engaged research activities.
- Work closely with senior officers for impact to ensure that any impact arising from Centre research is captured.

Operational

- Create and coordinate strategic initiatives and a programme of activities to engage with diverse publics at all stages of the research and in all Centre activities.

- Support ongoing reflection on, and evaluation of, projects and initiatives supported by the Centre, ensuring that learning from these projects feeds back into the overall work of the Centre.
- Work with theme leads to establish Public Engagement work packages for the four principal research themes, with clear timelines for delivery and indicators of success.
- In addition to the Centre's plans, liaise with the University's central PE leadership to deliver bespoke training and support for Centre members delivering PE and engaged research activities.
- Ensure all posts advertised for, or affiliated to, the Centre have a commitment to Public Engagement.
- Develop robust mechanisms for feedback from the public and partners about Public Engagement activities and engaged research.
- Identify appropriate methods and mechanisms for supporting peer-learning amongst people delivering PE and engaged research, utilising the University's Impact and Engaged Research Network.
- Develop processes with HR and central Public Engagement administration for Public Engagement and engaged research to be recognised and rewarded within the probation and promotion criteria.
- Have responsibility for the line management (under a matrix management approach) of engaged research fellows, engagement support staff, and other internships, where appropriate
- Line manage graduate business partners associated with the public engagement activities of the Centre
- Identify potential Public Engagement champions across the Centre.
- Develop case studies of Public Engagement activities as learning resources, internally and externally.
- Ensure the Centre's research and engagement activities are linked in with the appropriate people and frameworks within both Research Services and IIB.
- Develop a clear ethics policy and guidance for PE and engaged research.
- Develop and support public advisory groups which are embedded within research areas.
- Manage the process of administering the Seed Fund Awards.
- Attendance at, and participation in, Humanities and Social Science festivals, and presentation of Centre PE approaches at ARMA, Engage Conference, Involve, etc.

Governance

- Drive the set up and ongoing coordination of a group of 'critical friends' to support the delivery and evaluation of the Centre Public Engagement vision.
- Ensure effective communication with University and College ethics boards and the University's vision for engaged research.
- Ensure that effective governance arrangements, reporting and monitoring processes are established, minimising the risk to the University and maximising the potential of the Centre.

Resource Management

- Work closely with HR professionals to ensure recruitment strategies have appropriate Public Engagement aspirations and criteria for assessment.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Educated to degree level or equivalent relevant experience	Postgraduate qualification in a relevant discipline
Skills and Understanding	Proven track record of public engagement within an HEI environment or related organisation Demonstrable record of building partnerships and nurturing relationships with different publics and organisations Understanding and application of evaluative frameworks for	Experience of leading/managing Public Engagement or engaged research activities in an interdisciplinary centre or organisation, etc. Experience in working with external funders and meeting their expectations and requirements Understanding of theories and debates around public engagement

	<p>assessing the culture of engaged research</p> <p>Demonstrable record of writing for different audiences including academic audiences</p> <p>Proven ability to run workshops/training activities to support engaged research for academics and different publics</p> <p>Ability to assess and reflect on culture of engaged research and Public Engagement and to adapt activities and approach if necessary</p> <p>Ambitious approach to realising aims and objectives of PE and engaged research of the Centre</p> <p>Developing and delivering action plans to deliver strategy and targets</p>	
<p>Prior Experience</p>	<p>Experience of developing a strategy and vision for PE within a HEI or related environment</p> <p>Experience of working alongside academics and the Public to co-create research</p> <p>Significant experience of leading Public Engagement projects and activities</p> <p>Experience of initiating and managing funding schemes</p> <p>The development and delivery of public advisory groups and mechanisms for public feedback into research</p> <p>The development and delivery of Public Engagement training for a researchers, including postgraduate researchers</p> <p>Demonstrable experience of supporting the development of successful Public Engagement and engaged research activities within research bids</p> <p>Proven problem-solving ability and leadership and negotiation skills</p>	

	<p>Excellent time management and organisational abilities</p> <p>Excellent planning skills and remaining calm under pressure</p> <p>Excellent written and oral communication skills</p>	
Behavioural Characteristics	<p>Ability to build positive and fruitful working relationships with internal and external stakeholders including international organisations and networks</p> <p>Takes a proactive approach to sharing learning within an organisation and wider Public Engagement field</p> <p>Self-reflective approach to their own work</p> <p>Awareness of individual and project needs within the Centre and support accordingly</p> <p>Ability to work independently using own initiative and discretion</p>	
Circumstances	<p>Flexibility for working arrangements, travel and evening work and weekends where necessary</p>	

Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting either Professor Katrina Wyatt (Wellcome Centre, Deputy Director and Academic Lead for Public Engagement) or Professor Mark Jackson (Director of the Wellcome Centre), either by telephone 01392 722972/723003 or email k.m.wyatt@exeter.ac.uk or m.a.jackson@exeter.ac.uk.

Additional Information Relating to the Post

Salary

The starting salary will be on Grade G, £41,709 to £48,327 per annum, points 39 to 44, subject to knowledge, skills and experience. Progression beyond point 44 is subject to performance in the role.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

Right to Work in the United Kingdom

If you do not have the right to work in the UK, this appointment will be subject to the University successfully obtaining a Certificate of Sponsorship under the UK's Points Based System for migrant workers and to you obtaining Entry Clearance/Leave to Remain.

For further information, see the Home Office website at <http://www.ukba.homeoffice.gov.uk/>. In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. For details on the scheme please go to the <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. More information about the USS scheme can be found at www.uss.co.uk/members. The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email a.j.rose@exeter.ac.uk) for further information.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.