Further particulars

**JOB TITLE:** POLICY ADVISER, CENTRE FOR SCIENCE AND POLICY (FIXED TERM)

**REPORTS TO:** CSAP ASSOCIATE DIRECTOR

**Background**

The Centre for Science and Policy (CSaP) was built in 2008 on the success of the Cambridge University Government Policy Programme (CUGPOP) and benefits by being based at Cambridge Judge Business School, which leverages the power of academia for real world impact to transform individuals, organisations and society.

The role holder works to ensure that research at the University of Cambridge develops a greater contribution to public policy. The role holder does this by making new links for researchers with policy makers and delivering relevant activities.

The role holder provides advice to researchers across the University who are preparing grant applications, regarding policy engagement activities that they can plan and budget for within Pathways to Impact and similar sections, in collaboration with CSaP. The role holder therefore supports the main purpose of the Centre, to improve public policy through the more effective use of evidence and expertise. CSaP's work with researchers on their Pathways to Impact and policy engagement strategies generates about £100,000 per annum towards the running costs of the Centre and specific policy workshops and policy fellowships for research projects. Over 1,000 researchers at the University of Cambridge have interacted with CSaP to date, so the scale of researchers the role holder will reach out to, in establishing policy engagement activities, is extensive.

The role holder will work with CSaP colleagues to deliver some of the policy engagement activities and also contribute towards communications activities necessary for engaging policy makers with new research at the University.

**Main responsibilities**

The role holder provides advice to researchers across the University who are preparing grant applications, regarding policy engagement activities that they can plan and budget for within Pathways to Impact and similar sections, in collaboration with CSaP. This involves marketing CSaP's potential contribution to Pathways to Impact across the University, by giving talks to researchers, email and web marketing and liaising with relevant partners e.g. co-ordinators of interdisciplinary research centres, strategic research initiatives and networks and departmental Knowledge Transfer Facilitators among others.

The goal is to make researchers aware that they can explore the policy relevance of their research and potentially achieve greater impact, through planning policy engagement activities in grant applications.
The role holder will also be responsible for working with CSaP colleagues to deliver a number of policy engagement activities and communications activities necessary for engaging policy makers with new research at the University.

- Preparing and delivering annual marketing plans to communicate potential policy engagement activities to researchers preparing grant applications across the University, through a mix of in-person and digital communications. This includes e-marketing, giving talks at events for researchers, and developing activities for use in training to develop researchers' awareness of policy engagement.
- Evaluating marketing plan with input from CSaP leadership team and making necessary changes.
- Meeting individuals from early career researchers to senior academics to discuss the activities the Centre can propose for policy engagement.
- Reading whole or part grant applications and developing advice on potential policy engagement activities.
- Providing text and costings for grant applications, generating a target of £100,000 per annum in income for CSaP from this activity stream.
- Managing and delivering policy engagement activities for Pathways to Impact, for instance preparing background briefings for policy workshops, and researching relevant policy stakeholders.
- Identifying key tasks and timeframes to enable completion of projects.
- Identifying dates, key actions, developing project plans and co-ordinating activity within the department, keeping management up-to-date on progress of the project, and identifying key decision points.
- Managing and delivering communications plans for Pathways to Impact activities.
- Carrying out communications tasks necessary for engaging policy makers with new research at the University. This will include developing contact lists of key audiences, writing news articles for the CSaP website and further dissemination and liaising with researchers over communications plans, social media dissemination etc.
- Networking with staff in departments across the University in policy engagement and communications roles to maximise opportunities for effective dissemination.
- Building relationships with external stakeholders in roles in government, learned societies, industry and civil society, in order to deliver communications plans.
- Monitoring expenditure for policy engagement projects to ensure it is properly planned, compiling and presenting draft budgets for approval, monitoring expenditure against budget, accounting for variances, keeping CSaP leadership up to date and flagging up any concerns e.g. overspend, overseeing raising of invoices and purchase orders.
- Supervising PhD interns at CSaP in research and writing tasks allocated to support delivery of Pathways to Impact projects.
- Inducting PhD interns into policy engagement activities.
The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

- Bachelors degree.
- Experience working in higher education or a policy role, with knowledge of the ‘impact’ agenda in research funding.
- Experience of providing professional services to academic researchers.
- Experience/knowledge of the interactions between research and policy making.
- Ability to assess complex information from researchers in all disciplines, in their grant applications, to assess potential policy relevance.
- Excellent communication skills – both oral (for one-to-one meetings and speaking at events) and written (preparing articles and briefing papers).
- Marketing skills including use of social media in a professional capacity.
- Budget management skills to keep track of income against target, and to manage expenditure.
- Administrative skills to keep track of the pipeline of grant applications within which CSaP features, using Excel.
- Experienced user of Microsoft Office.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £28,660-£34,189 per annum.

The funds for this role are available for one year initially. Applicants wishing to undertake a secondment are also welcome to apply.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport.

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: www.pensions.admin.cam.ac.uk.
We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 11 November 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk.
Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.