JOB TITLE: POLICY ENGAGEMENT PROJECT COORDINATOR (CAPE PROJECT)

REPORTS TO: ASSOCIATE DIRECTOR

Background

The mission of the Centre for Science and Policy (CSaP) is to improve public policy through the more effective use of evidence and expertise. CSaP does this by convening our network to provide fresh perspectives and critical challenges to conventional thinking. Through Policy Fellowships, workshops and events, CSaP has pioneered new ways of bringing academia and public policy together.

The ‘Capabilities in Academic Policy Engagement’ (CAPE), begun in 2020 as a three-year c. £4 million project, funded by the Research England Development fund with the purpose of designing, testing and evaluating academic-policy interventions. CSaP is a partner in the CAPE project alongside University College London, and the universities of Manchester, Nottingham and Northumbria.

The role

The Policy Engagement Project Coordinator for the CAPE project will devise a scheme to co-ordinate 20 Policy Fellowships per year across the five universities, working with colleagues to identify policy professionals to recruit for meetings with academics, as well as academics for matching with meeting and secondment opportunities. The role holder will help to organise around six policy workshops per year, as well as policy engagement training events for Early Career Researchers. There will be other project co-ordination activities including involvement in collecting feedback for evaluating the project. The role holder will also be involved in the financial management of the project, the value of which is approximately £110,000 per annum to CSaP for non-pay costs.

Main responsibilities

Delivering and co-ordinating project activities

- Working closely with the CSaP team to develop and deliver project activities at the University of Cambridge, including Policy Fellowship placements, developing policies and procedures to recruit and offer professional development and academic contacts to 20 Policy Fellows per year, drawn from central and local government as well as other policy organisations.
- Contribute to organising training provision, knowledge exchange and policy engagement events, promotion of academic-policy engagement activity and, preparation for annual and periodic project reviews.
- Working closely with all other project co-ordinators, staff in partner institutions, and other colleagues on the development and delivery of a range of collaborative project activities, interventions, and evaluation.
• Working closely with the CAPE Project Manager to co-ordinate the work of the team in engaging with external stakeholders including policy professionals, higher education institutions (HEIs) and other partners.

• Working as part of a team, supporting the Project Manager to ensure effective, consistent and efficient provision of high quality administrative support across the range of activities of the CAPE project

**Ensuring smooth running of the project**

• Working as part of a team, in particular with other project co-ordinators, to ensure the administrative structure and internal procedures for each part of the programme are adhered to and to manage and monitor workflows and provide support to team members on a range of areas.

• Supporting the development of new or revised project initiatives including arranging administrative support, working with academic colleagues to provide the required documentation and co-ordinating the work of others to ensure business processes are in place for programmes’ initiation and lifecycle.

• Co-ordinating administrative support for committees and meetings where necessary and providing secretariat where appropriate.

• Supervising PhD students on three month internships at CSaP to undertake CAPE project work.

**Data, evaluation and reporting**

• Working with the CAPE Project Manager to engage with the wider CAPE project team to effectively engage with key data requirements through data collection, tracking and reporting for purposes of providing accurate and high-quality management reports and analysis;

• Working with finance colleagues and academic staff in University of Cambridge departments to co-ordinate and support the preparation and monitoring of budgets, maintaining auditable financial records and arranging payments to external stakeholders (including policy professionals and partners) as appropriate

**General requirements**

• Deputising for and supporting the CAPE Project Manager or CSaP Associate Director as requested.

• Ensuring the highest standard of record keeping, maintaining accurate, complete, and up to date records.

• Ensuring confidentiality is maintained as applicable.

• Attending and contributing to departmental, institutional and other meetings as appropriate.

**The person**

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

• Experience of working in the university sector, in research and science policy, or in public policy/a policy-focused organisation.
• Experience of designing and delivering successful communications, knowledge exchange or stakeholder engagement projects.
• Experience of working on complex projects with multiple partners, organisations and stakeholders.
• Experience in knowledge exchange, preferably in the public policy sphere.
• Knowledge and understanding of public policy landscape and key stakeholders.
• Experience of delivering and managing events, programme activities, and project reports on time and within budget.
• Experience of using appropriate IT communication packages and drafting high-quality correspondence and reports using data as required for a range of audiences.
• Experience of managing budgets and ensuring that expenditure for activities does not exceed agreed limits.
• Ability to develop effective relationships with researchers and policymakers at a range of levels.
• Ability to work independently, use initiative, prioritising your work and that of others under pressure to meet deadlines.
• Proficiency in events management and meetings organisation.
• Ability to manage multiple, simultaneous projects and events independently.
• A willingness to travel between different university partners.
• Educated to degree level/equivalent level of practical experience.

Desirable:
• Experience of evaluating policy engagement activities for multiple audiences.
• Experience of communicating specialist research to external policymakers or other stakeholders.
• Experience of organising training sessions for Early Career Researchers.

Benefits

This is a full-time position working 37 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £29,176-£34,804 per annum.

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. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.
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 19 August 2021.

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 2013.

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) 768497 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.