

Job Description

Post/Job Title:	Engagement and Impact Facilitator
Postholder:	
Ref:	RKE01/505005
Location:	Melbury House, Lansdowne Campus
School/Professional Service:	Research and Knowledge Exchange Office (RKEO)
Group/Section:	Knowledge Exchange and Impact Team
Normal hours per week:	Full-time (fixed term until 31st October)
(Some flexibility will be required in order to ensure that key time scales and deadlines are met).	
Grade:	Grade 7
Accountable to:	Knowledge Exchange and Impact Manager

Job Purpose

The Engagement and Impact Facilitator supports Bournemouth University to develop research impact through engagement with external audiences. The post holder is responsible for the delivery of major engagement initiatives (including the Festival of Learning), with a focus on: enhancing the quality of institutional external engagement to accelerate impact, supporting researchers to develop innovative engagement strategies and implementing mechanisms to capture evidence of impact.

Main Responsibilities

1. Manage Bournemouth University's major engagement events, including the Festival of Learning and Festival of Enterprise. Work closely with key professional services to ensure the engagement activities are profiled to appropriate audiences to deliver impact.
2. Ensure that BU's strongest research is profiled through external engagement. Target engagement opportunities to researchers, advising on the structure, format and content of events to maximise engagement and impact.
3. Horizon scan for external funding opportunities for engagement and impact activities.
4. Support the development of engagement strategies for REF Unit of Assessment leaders, impact champions and case study authors to maximise impact through engagement.
5. Review REF impact case studies to make recommendations to how impact can be accelerated. Operationalise appropriate support from within RKEO and across BU to ensure recommendations are realised.
6. Develop and deliver high profile external events to maximise the profile of leading BU research to accelerate research impact.
7. Where appropriate, support the Pro Vice Chancellor (Research and Innovation) with the regional engagement agenda.
8. Devise mechanisms for capturing the impact of external engagements and ensure data is appropriately stored within institutional repositories. Maintain knowledge of BU's core research expertise and broker interdisciplinary working through external engagement.
9. Work closely with the Funding Development Team and Project Delivery Team to provide recommendations on innovative engagement mechanisms for funding proposals, and to support delivery and impact capture.
10. Broker relationships with colleagues with external facing roles across BU to ensure the impact of BU's research is maximised. Ensure appropriate expertise and collateral is included at external events.

11. Provide training on external engagement/impact and provide support for colleagues at all stages of their academic career.
12. Line manage the Engagement Officer/Events Organiser (student placement) to ensure the development and delivery of public engagement with research at Bournemouth University.
13. Build strategic partnerships to ensure that Bournemouth University is profiled at national events (including the Festival of Social Science and the British Science Festival).
14. Maintain an understanding of national development/policy initiatives with regards to impact and cascade this knowledge across the institution.
15. Actively network at relevant external events to ensure relationships are maintained with key stakeholders and BU embeds best practice.
16. Undertake any other reasonable duties as requested by the Knowledge Exchange and Impact Manager.

Organisation Chart

The Engagement and Impact Facilitator is line managed by the Knowledge Exchange and Impact Manager and has line management responsibility for the Engagement Officer and Events Organiser (student placement). The post-holder is expected to work across all teams in the RKEO.

Dimensions

The post-holder is responsible for managing the budget associated with the initiatives they support. This is usually in the region of £50k per annum. The post-holder has budget approval in line with grade for RKEO expenditure (c. £1.5m per year) as well as income and expenditure for all research and knowledge exchange project budgets across the University (c. £7m per year).

Contacts

Internal: Deans, Deputy Deans, Directors of Operations, institute/centre heads, Heads of Department/Research, academic colleagues, REF Unit of Assessment leaders, REF impact champions, REF case study authors, Marketing and Communications, Global Engagement Hub, the Office of the Vice-Chancellor and other relevant professional service colleagues.

External: NCCPE, ARMA, colleagues at other HEIs, external funders, event partners, research user beneficiaries and other stakeholders as appropriate.

Challenges

The role presents a number of challenges:

1. The ability to balance the demands of large and/or prestigious events whilst simultaneously providing high level support to individual academics.
2. The need to utilise negotiation and leadership skills to garner cross institutional support to maximise the potential of engagement activities.
3. The ability to identify and prioritise key areas of BU research to facilitate engagement and accelerate impact.
4. The ability to ensure evidence of impact is effectively created and appropriately captured.

Additional Information

NB: The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

All employees have an obligation to be aware of the Universities Environmental Policy, Carbon Management Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmental responsible manner.



Person Specification

Post / Job Title: Knowledge Exchange and Impact Facilitator (Fixed Term)	Post No: RKE01/505005
School / Service: RKEO	Date: August 2017
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
First degree or equivalent work experience	E
Experience of delivering large-scale and prestigious events	E
Experience of communicating complex ideas to an engaging way to a lay audience	E
Experience of negotiating and garnering support to deliver complex projects	E
Awareness and understanding of the impact agenda in Higher Education	E
Ability to evidence impact of external engagement activities	E
Experience of training and development to facilitate culture change	D
Knowledge of the Research Excellence Framework (REF)	D
Experience of managing a science/research festival	D
Experience of advising on impact as part of the funding development process	D
Skills	
Excellent verbal and written communication skills, including the ability to interact with a range of audiences internally and externally	E
Influencing outcomes and being effective in gaining buy-in without having any direct authority	E
High level of organisational and planning skills, being able to manage a number of tasks simultaneously	E
Maintaining a high standard of work even when under pressure	E
Keeping track of a number of complex projects running simultaneously	E
Excellent IT skills, including word processing, spreadsheets, databases, email, internet, blogs, and social media, with the ability to learn new applications quickly	E
Attributes	
Tact and diplomacy	E
Strong interpersonal skills and the ability to interact and cooperate with staff at all levels and external stakeholders	E
Creativity, imagination and flair	E
Ability to work independently	E
Intellectual gravitas and credibility with senior academics and researchers	E
Positive attitude	E
Willingness and ability to undertake training to improve skill base	E
Commitment to delivering Service Excellence	E