



## Job Description

### Public Policy Engagement Facilitator (School of Life and Medical Sciences)

**Grade: 7**

This post is available until 30<sup>th</sup> September 2021 in the first instance.

**Department: Office of the Vice-Provost  
(Research)**

**Location: 2 Taviton Street, London  
WC1H 0BT**

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#### Reports to

UCL Head of Public Policy

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#### Context

UCL is one of the world's leading universities. Based in the heart of London, it is a modern, outward-looking institution with more than 12,000 academics, research staff and research students. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL's excellence extends across all the breadth of disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for the built environment (UCL Bartlett) and fine art (UCL Slade School).

UCL's present and former **staff and students** have included 29 Nobel Laureates. It is a truly international community: almost half of our students and nearly a third of staff are from outside the UK. More than half of its 41,500-member student community is engaged in graduate studies, with almost 6,000 of them pursuing research degrees.

In the most recent (2014) **Research Excellence Framework** (REF) exercise, UCL was rated the top university in the UK on the basis of 'research power' (grade point average x full-time equivalent researchers submitted), as well as the highest 'power' ratings for each element: research outputs, research environment and research impact. The REF confirmed UCL's multidisciplinary strength, with outstanding results achieved across the subjects, ranging from biomedicine, science and engineering and the built environment to

education, laws, social sciences, and arts and humanities.

Further details about UCL can be found at [www.ucl.ac.uk](http://www.ucl.ac.uk) and <https://www.ucl.ac.uk/human-resources/working-ucl/why-ucl>

The **Office of the Vice-Provost (Research)** [OVPR] facilitates, supports and promotes UCL research through seven broad strands of activity:

- research coordination and planning
- researcher development, including through the Doctoral School
- cross-disciplinary development and delivery, including Grand Challenges and Research Domains
- research evaluation (including the REF) and research integrity
- research impact (the influence of research on the world), including communications, events and public policy engagement
- research policy – both developing internal policies, and influencing and responding to external policies
- research operations governance.

The above activities are supported by a professional services team of administrators. The operational work of the OVPR administrative team is both challenging and complex. Continuous change is typical of the environment in which the team works and thrives.

Three Pro-Vice-Provosts – responsible for the Doctoral School, Library Services and Artificial Intelligence – also report to the Vice-Provost (Research).

The Office is responsible for the implementation of the [2019 UCL Research Strategy UCL 2034](#) in support of, including sustaining and growing our disciplinary excellence and developing cross-disciplinary

approaches to global challenges (UCL 2034 Principal Theme 3).

**UCL Public Policy** is UCL's strategic programme, led by the Office of the Vice-Provost (Research) Office, to build engagement between researchers and policymakers and enhance the contribution of UCL's academic expertise to public policy. It supports capacity-building within UCL, undertakes coordination and brokerage across the institution, delivers knowledge exchange and policy engagement activities, and strengthens the communication and dissemination of UCL research.

Led by the Vice Provost (Health), the UCL School of Life & Medical Sciences (SLMS) brings together four UCL faculties (Brain Sciences, Life Sciences, Medical Sciences and Population Health Sciences) to create one of the largest and most prestigious groupings of academics in biomedical, life and population health sciences.

The Office of the Vice Provost (Health) is responsible for external relationships in biomedicine both with NHS partners, including UCL Partners, other health care trusts and NHS London, and with a range of medical research organisations. We also facilitate cross-cutting initiatives in biomedicine, in consultation with the Deans of the Faculties of Brain Sciences, Life Sciences, Medical Sciences, and Population Health Sciences.

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## Main purpose of the job

- The Public Policy Engagement Facilitator works with and supports the Head of UCL Public Policy and the Director of Research Coordination and Planning (SLMS), and others with relevant expertise in UCL more widely, to identify biomedical, life and population health sciences research with policy relevance and develop a dissemination and knowledge exchange strategy for such research.
- The role is funded from an Wellcome Institutional Strategic Sponsorship Fund allocated with the purpose of accelerating the impact of research in the biomedical, life and population health sciences.
- The post holder considers the external policy landscape to understand where fruitful

opportunities lie for knowledge transfer and dissemination.

- Working with the Office of Vice Provost (Health) and SLMS Faculties, and relevant members of the UCL Public Policy Board, the post holder identifies and develops opportunities to embed the generation and transfer of policy-relevant research within the research culture of UCL biomedical, life and population health sciences.
- The post holder will develop knowledge exchange activities to support engagement between researchers and policy professionals, and ensure that UCL research in the School of Life and Medical Sciences is effectively disseminated and communicated to external policymakers and other stakeholders, in order to raise the profile of UCL research.
- The position represents an opportunity to bring creativity and organisational flair to the UCL Public Policy initiative, to build the profile of UCL research, and to enhance the policy impact of UCL biomedical, life and population health sciences research.

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## • Duties and responsibilities

- Build a portfolio of policy engagement activities for UCL School of Life and Medical Sciences that delivers tangible outcomes in line with strategic priorities.
- Maintain knowledge of the external policy landscape to understand where opportunities for knowledge exchange and dissemination may lie, and to establish, develop and maintain external policy contacts.
- Identify recent and current UCL research in the health, life and medical sciences with relevance for public policy.
- Develop and maintain effective networks, both within UCL (particularly among researchers and academics) and externally.
- Evaluate activities, report on outputs and outcomes to the Head of UCL Public Policy and Director of Research Coordination and Planning (SLMS), and provide reporting materials suitable for external dissemination.
- Work closely with the Head of UCL Public Policy, Director of Research Coordination and Planning (SLMS), other colleagues in the Offices of the Vice-Provost (Research and Health), and other teams in UCL as appropriate, and in particular to contribute to policy papers as required.
- Prioritise and plan time and resources for the delivery of activities, with supervision from the Head of UCL Public Policy, and to ensure that activities are kept within budget.
- Represent UCL at meetings within and outside UCL at all levels, to provide advice and make

decisions with the approval of the Head of UCL Public Policy.

- Provide a helpful and professional service when responding to requests for information or advice from other staff within UCL, as well as external audiences.

**In particular, this post, will, along with other relevant duties as required:**

- Work closely with Head of External Partnerships and Engagement to identify policy placements and fellowships scheme opportunities, with additional support from other members of the UCL Public Policy team.
- Developed policy engagement training for early career researchers, to equip them with an improved understanding of the policy landscape and needs.
- Monitor UK-wide parliamentary committee calls and support under-represented groups from UCL's community, such as women, BME groups, persons with disabilities, and especially early-mid career researchers to engage with them.
- Deliver appropriate meetings, events and outputs to support external engagement and outreach in collaboration with UCL's NIHR Biomedical Research Centres.
- This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Head of Department/Division.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations.

# Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>Qualifications, experience and knowledge</b>		
Educated to degree level or above.	E	Application
Experience of working in the university sector, in research and science policy, or in public policy/a policy-focused organisation.	E	Application/Interview
Experience of designing and delivering successful communications, knowledge exchange or stakeholder engagement projects.	E	Interview
Experience of communicating specialist research to external policymakers.	D	Interview
Experience of producing accessible written briefings for parliament, government and or other lay audiences.	E	Application/Interview
Experience of organising training sessions on academic-policy engagement for Early Career Researchers	E	Interview
Experience of evaluating policy engagement activities for multiple audiences.	D	Application/Interview
Experience of managing budgets and ensuring that expenditure for activities does not exceed agreed limits.	D	Application
<b>Skills and abilities</b>		
Strong communication skills, including the ability to communicate complex research in simple language, excellent writing skills, and strong verbal communication skills.	E	Application/Interview
Ability to develop effective relationships with researchers and policymakers at a range of levels.	E	Application/Interview
Ability to work across multiple subject and knowledge areas.	E	Application
Ability to manage multiple, simultaneous projects and events independently.	E	Interview
Ability to manage own workload and use initiative.	E	Interview
<b>Personal attributes</b>		
Confidence in communicating with senior members of academic and administrative staff and external stakeholders in person and through written communication.	E	Application/Interview
Able to deal with difficult situations diplomatically, calmly and with discretion and to be able to make on the spot decisions when necessary.	E	Interview

Criteria	Essential or Desirable	Assessment method (Application/Interview)
<b>UCL Ways of Working for professional services</b>		
Committed to providing a responsive and helpful service	Essential	Interview
Anticipating issues and adjusting approaches when necessary	Essential	Interview
Listening to others and supporting them with compassion	Essential	Interview