



**Research
England**



**UNIVERSITY OF
LINCOLN**

LINCOLN INSTITUTE
FOR RURAL AND
COASTAL HEALTH

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

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|-------------------|------------------------------------------------|--------------|---|-------------|--------------|
| JOB TITLE | Policy, Impact and Engagement Officer | | | | |
| DEPARTMENT | Lincoln Institute for Rural and Coastal Health | | | | |
| LOCATION | Brayford Campus | | | | |
| JOB NUMBER | CHS154 | GRADE | 7 | DATE | October 2024 |
| REPORTS TO | Senior Development Manager | | | | |

CONTEXT

The Lincoln Institute for Rural and Coastal Health (LIRCH) is the country's first integrated and multidisciplinary research institute dedicated to rural and coastal health research. LIRCH has been awarded £10.9 million funding from Research England's Expanding Excellence in England (E3) fund and is in the process of significant expansion. As part of this expansion, the University will recruit to over twenty research positions. A technical and professional services team will also be embedded within the Institute to support the research and develop a financially sustainable research Institute.

With this expanded capacity, the Institute will bring together multiple disciplines to produce impactful research helping to tackle the place-based inequalities experienced by rural, coastal, and remote communities. By co-designing and shaping the emerging discipline together with the next generation of researchers and affected communities, LIRCH aims to create the future academic and community leaders of rural and coastal health.

The Policy, Impact and Engagement Officer will work as part of the LIRCH professional services team following standard University guidelines and procedures as well as funder regulations. The postholder will work closely with the Senior Development Manager and Project Manager to embed and drive forwards a culture of research excellence, impact and engagement within the Institute.

JOB PURPOSE

The overarching purpose of this role is to work to embed within the Institute a culture grounded in research excellence, impact generation and policy development.

The post holder will support the development, delivery and dissemination of LIRCH research, ensuring it has strong engagement with communities to maximise its impact on the health and well-being of rural and coastal populations. The postholder will be key in developing internal activities and external collaborations to raise the profile and influence of policy-focused research.

The postholder will have excellent knowledge and understanding of engagement and impact in the academic context, an interest in rural and coastal health and experience of working with a range of stakeholders including businesses, policymakers, charities and communities.

The postholder will be the first point of contact for support and advice, providing technical expertise and actively supporting academic colleagues within LIRCH in relation to engagement and impact activities. Activities include, but are not limited to, public engagement with research, community outreach, policy engagement and business engagement.

The postholder will actively promote the work and successes of the Institute, identifying opportunities to influence policy, create impact, and facilitate knowledge exchange at both a team and individual level.

KEY RESPONSIBILITIES

Impact Development

- Provide one-to-one advice and practical proactive support to researchers in planning, developing, securing funding for, and delivering engagement and impact activities.
- Build capacity for engagement and impact activities by identifying training needs of both researchers and professional services staff within LIRCH in relation to engagement and impact.
- Provide guidance and hands-on support to researchers and support staff with regard to monitoring and evaluation of engagement activity and evidencing of impact, using research skills to actively seek evidence from numerous sources.
- Work with LIRCH colleagues to develop implementation plans to support their engagement and impact activities, shaped by external drivers such as the Knowledge Exchange Framework and Concordat, the Research Excellence Framework, and the funding environment.

Policy Development

- Take ownership of maintaining the Institute's relationship with named policy partners with the aim of maximising benefits and impact of LIRCH's research activities for rural and coastal communities.
- Pro-actively and independently engage academic staff in the policy engagement process to maximise the policy impact of research generated by the Institute.
- Lead on the policy aspects of research funding proposals led by researchers and research clusters at local, regional, national, and international level.
- Proactively seek and support new policy engagement opportunities by horizon scanning e.g. Government consultations, parliamentary inquiries, policy fellowships etc, and proactively promote these opportunities.
- Work closely with the Lincoln Policy Hub to ensure best practice is followed and shared and LIRCH policy activities are joined up with the wider University.

Technical Knowledge and Management

- To integrate impact and policy requirements into the development of new project grants relating to LIRCH.
- Maintain an in-depth understanding and knowledge of the Research Excellence Framework, with a particular focus on the submission and evaluation of REF impact case studies.
- Maintain an in-depth working knowledge of information and resources relating to the Knowledge Exchange Framework and Knowledge Exchange Concordat, applying this to LIRCH's wide ranging partnerships to benefit rural, coastal, and remote communities.
- Advocate for LIRCH's ongoing research and future research priorities within the

University and externally to raise the profile of the emerging research specialism.

- Develop and maintain an in-depth understanding of research impact, policy, and knowledge exchange, and how these are perceived and interpreted by a wide range of national and international research funders including, NIHR, UKRI, and the Wellcome Trust.

Research Culture

- Support the development of a research culture that prioritises, collaborations, public/patient engagement, and co-creation.
- Work to maintain and influence the research culture of LIRCH, creating opportunities for co-creation with external partners and stakeholders.
- Co-design and implement a framework of professional development to enhance the career pathways of LIRCH's team to become future leaders in the field of rural and coastal health.
- Oversee the creation of resources, relationships and activities which encourage academic citizenship, career progression and leadership within the LIRCH. With a specific focus on impact, policy, and knowledge exchange.
- Design and implement a strategy to embed Impact and Knowledge Exchange into all future LIRCH research grant proposals.
- Promote a research environment grounded in engagement with rural, coastal and remote communities.

Reporting, Dissemination and Communications

- Report on LIRCH's Impact and policy activities at governance board meetings.
- Contribute to the delivery of a communications plan to disseminate LIRCH's project successes, including impact case studies, research grants, publications, strategic partnerships, PhD completions etc.
- Take the lead on the information gathering and writing of LIRCH's impact case studies for submission to REF via central University departments as well as for submission as part of annual reports to the funder.
- Provide regular management reports including emerging impact, engagements, progress with funding applications, potential collaborations and partnerships to the Institute Director and Senior Development Manager in order to influence future strategy.
- Ensure that an appropriately robust audit trail of information is maintained relating to all reports and project data submitted to the funder and Governance boards.
- Contribute to the production of bi-annual monitoring claims and annual reports and any other reporting requirements, as appropriate.
- Liaise regularly and develop close networks with the Research, Impact and Culture Team, College based support teams and the Policy Hub to identify opportunities and support for engagement and impact and to ensure good practice and collective expertise is shared.

- Join appropriate professional groups, mailing lists and attend occasional national engagement and impact-related events to build networks externally and keep up to date with current policy and best practice, reporting on any implications for the Institute.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The Policy, Impact and Engagement Officer will play an integral role in LIRCH's operational team and will actively contribute to the successful delivery of the initial five-year funded period, and beyond. The postholder will be forward thinking with the ability to understand how their role contributes to the Institute's longer-term vision and strategy.

This role will require the postholder to represent both LIRCH and the University of Lincoln in a variety of settings.

The post holder will effectively integrate a focus on impact into the research ethos of the Institute including across all funding applications and research proposals. A pro-active, team approach and an in-depth knowledge of REF and KEF requirements are required. The postholder will work closely with the LIRCH Director, academic leads and Senior Development Manager to achieve the delivery of key research, impact and policy outcomes.

As a key point of contact for multiple external organisations, the postholder will be expected to be able to communicate effectively at all levels, possessing an awareness of wider stakeholder networks and forums.

Key working relationships/networks

| Internal | External |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • LIRCH Senior Development Manager (Line Manager) • LIRCH Director • LIRCH Academic Leads • LIRCH Project Manager • LIRCH Project Administrator • LIRCH Technical staff • College Executive (including Pro Vice Chancellor, Director of Operations, College Director of Research, Research Manager) • Policy Hub staff • Targeted academic and research staff • Research & Enterprise • Central and College Finance team • Post Award Delivery teams • College Research Impact and Knowledge Exchange Manager • College Marketing Manager • Digital Technologies | <ul style="list-style-type: none"> • Research England contacts • UK research funding bodies • International research funding bodies • UK research support bodies • Other HEIs • Relevant charities • Knowledge Exchange networks • Community representatives and groups • Government and local authority bodies • Regional and national partners in the health and care sector |



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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|------------------|---------------------------------------|-------------------|--------|
| JOB TITLE | Policy, Impact and Engagement Officer | JOB NUMBER | CHS154 |
|------------------|---------------------------------------|-------------------|--------|

| Selection Criteria | Essential (E) or Desirable (D) | Where Evidenced Application (A) Interview (I) Presentation (P) References (R) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------|
| Qualifications: | | |
| Good honours degree or equivalent relevant experience | E | A |
| Experience: | | |
| Experience of working with a range of organisations including businesses, policymakers, charities and communities, in order to facilitate and deliver collaborative knowledge exchange activities. | E | A/I |
| Experience of supporting policy engagement activities | E | A/I |
| Experience of developing Impact case studies | E | A/I |
| Proven experience in UK and EU funded research environment | E | A/I |
| Experience of managing stakeholder relationships | E | A/I |
| Experience of planning and delivering a range of events and/or training activities, including development, planning, delivery, and evaluation. | E | A/I |
| Experience of co-ordinating multi-partner projects | D | A/I |
| Experience of delivering presentations to a range of audiences | E | A/I/P |
| Experience of planning and conducting monitoring and evaluation using different methodologies | E | A/I |
| Experience of audit and compliance | D | A/I |
| Skills and Knowledge: | | |
| Working knowledge of the national policy environment | E | A, I |
| Working knowledge of the local and regional policy environment | D | A, I |
| Excellent communication skills, written, verbal | E | I |
| A working knowledge of Research Excellence Framework | E | A, I |
| A working knowledge of research strategy and planning in relation to Higher Education | D | A, I |
| An in-depth knowledge of a wide range of research funding types | D | A, I |
| Good working knowledge of Microsoft Office applications | E | A, I |
| Negotiation skills and an ability to influence | E | A, I |
| Ability to develop effective working relationships with a wide variety of internal/external partners | E | A, I, P |
| Competencies and Personal Attributes: | | |
| Ability to work effectively as part of a team | E | A, I |

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|-----------------------------------------------------------------------------------------------------------------|----------|----------------|
| Effective communicator and an excellent ambassador when dealing with external partners and agencies | E | A, I, P |
| Projects a professional and positive attitude at all times | E | I, P |
| Enthusiasm and commitment | E | I |
| Highly organised and able to prioritise workload | E | A, I |
| Business Requirements: | | |
| Able to travel between sites, nationally and internationally as required to include potential overseas meetings | E | A, I |
| Able to work occasionally outside of normal working hours as required | E | A, I |

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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| Author | LS / JBM | HRBA | AH |
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