

# JOB DESCRIPTION



*Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Knowledge Exchange Manager</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>B1</b>
<b>Pay range:</b>	<b>£37,510–£43,361 per annum</b> ( <i>Appointment will normally be made at the minimum of the pay range</i> )
<b>Team:</b>	<b>Parliamentary Office of Science and Technology (POST)</b>
<b>Section:</b>	<b>Research and Information Services</b>
<b>Reports to:</b>	<b>Head of POST</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time, 36 hours per week</b>
<b>Contract type/ duration:</b>	<b>Permanent</b>
<b>Issue date:</b>	<b>04/10/2019</b>
<b>Closing date:</b>	<b>01/11/2019</b>

## The Parliamentary Office of Science and Technology

The Parliamentary Office of Science and Technology (POST) is an office of both Houses of Parliament, with a Board that includes Members of both Houses. It is the main bridge between the research community and the UK Parliament and ensures that all work undertaken by both Houses is evidence-informed. POST publishes briefings and holds events and seminars each year that connect parliamentarians to leading experts from the research community and other sectors, including Government, the third sector and industry. POST also supports select committees and Library sections to incorporate research evidence into their work, from shaping inquiry terms of reference to sourcing evidence and briefing Members.

## Research and Information

POST is part of the wider Research and Information team, which delivers research, information and other services for Members, their staff, House staff and the public. This includes:

- Enquiries from Members and their staff and committees
- Published briefings on legislation, debates and topical issues
- Training in the use of online resources and library services
- Maintaining our collections of books, periodicals, and online subscriptions
- Providing content and support to procedural and parliamentary systems
- Managing controlled vocabularies to add value to parliamentary material on the intranet and website
- Horizon-scanning, knowledge brokering and science advice through POST
- Compliance with information rights legislation through the Information Rights and Security team (IRIS)

## Job introduction

In 2018 POST established a Knowledge Exchange Unit (KEU) to help deliver its new 'POST at 30'

strategy to bridge research and policy. The KEU supports the exchange of information and expertise between researchers and the UK Parliament. We are now recruiting a knowledge exchange manager to broker relationships with academia and other research stakeholders and train the next generation of policy-wise researchers, working with the other Knowledge Exchange Manager, under the leadership of the Knowledge Exchange Unit Manager.

### **Key stakeholder relationships**

- Science advisers within POST and other staff within Research and Information
- Parliamentary staff in the Commons Chamber and Committees Team and the House of Lords Library and Committee Office
- Academic Community
- University knowledge exchange/mobilisation staff
- Research funders

### **Management responsibility**

None

### **Location**

This post will be located on the Parliamentary Estate, Westminster, London.

### **Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

### **Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

### **For further information:**

Candidates should refer to the House of Commons careers website

<https://www.parliament.uk/about/working/jobs/> or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

### **Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

Interviews are expected to take place on either the 19th or 20th of November 2019.

## Key responsibilities

- Use specialist expertise in knowledge exchange between Parliament and the research community to support the Head of POST and the Knowledge Exchange Unit (KEU) Lead to deliver the objectives of POST and the KEU, to ensure the best available evidence is incorporated into policy and to train the next generations of policy-wise researchers, as set out in the [POST at 30 strategy](#).
- Manage, and be accountable for, discrete areas of work within the KEU, acting independently to determine the means by which to achieve work-related objectives in the most effective way, to sustainably increase the amount and diversity of engagement between academics and other research stakeholders and UK Parliament. This will include monitoring impact against plans to ensure that effective use is made of available resources and supporting decision-making by others based on in-depth research and determination of options, providing written guidance where necessary.
- Maintain and evolve the [research impact web hub](#) and materials on the POST website to act as a one-stop shop to manage demand effectively, by producing further guidance and support for university knowledge exchange/mobilisation and. impact staff and under-represented groups in the research community.
- Maintain and further build networks with the wider research community, including via the KEU Twitter account ([@UKParl Research](#)), to enhance two-way communication and centralise opportunities for engagement.
- Deliver, evaluate and adapt training for researchers and support staff in HEIs on engaging with Parliament, including the monthly regional [Parliament for Researchers](#) conferences, ensuring that best use is made of resources, including, for example, trials to increase participant numbers.
- Evolve and manage a fellowship scheme to enable more established researchers (those already with PhDs) to undertake placements within Parliament, in consultation with key internal and external stakeholders, including research funders and Higher Education Institutions.
- Use enhanced networks within the research community to provide responsive specialist support to other sections, in particular select committees and Library research services as requested, through provision of contacts (for example for specialist advisers and witnesses) and information on relevant research networks and centres of research on relevant topics.
- Arrange events/roundtables/workshops to build connections between Members, Members' staff and parliamentary staff with the external research community, including piloting and evaluating innovative formats.
- Supervise an academic parliamentary fellow to review the outcomes and impacts of 25 years of POST PhD fellowships, including oversight of the production of a public report to be shared with national and international stakeholders.
- Other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the Head of POST and her/his delegates.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice  
**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

## Qualifications:

The following qualifications are required for this

### Essential

- A bachelor's degree (2.2 or higher) in a relevant area (e.g. science, humanities) or equivalent experience.

SKILLS AND EXPERIENCE	APPLICATION FORM	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> Experience of working independently at the interface of research and policy, within either a policy organisation (for example, government or civil society) or a research organisation (for example, a university), to develop and or/ deliver face to face and online knowledge exchange activities to enhance diverse engagement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Demonstrated ability (for example via blogs, publications, presentations, and/or other projects or activities or recognitions) to develop independent activities on some aspect(s) of the interface of research and legislature(s).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Experience of managing multiple discrete projects at the same time, including demonstrated ability to manage time and work to strict deadlines, determine means to achieve work related objectives in the most effective way and achieve results, and to monitor impact against plans and adapt activities in response to changing demand and to ensure that effective use is made of available resources.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> Experience of using social media to promote and disseminate content and of editing web pages, including using content management systems, developing websites to meet corporate goals and working with web designers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> Experience of organising events or conferences that creatively convene research and policy audiences.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</b> Excellent interpersonal skills to communicate with a wide range of	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

stakeholders, including at senior levels, to maintain effective and collaborative working relationships both within UK Parliament and with external bodies. Ability to provide and obtain information and persuade other organisations to a particular course of action, including research funders, Higher Education Institutions and the wider research community, particularly to advance equality, diversity and inclusion.			
<b>CRITERIA 7</b> Ability to exercise sound judgement and interpretative ability to proactively use specialist knowledge and understanding of parliamentary objectives and needs of research community to support decision-making of more senior colleagues at middle and senior management level, based on in-depth research and evaluation and determination of options.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>