



SCHOOL OF
ADVANCED STUDY
UNIVERSITY
OF LONDON

Candidate brief:

Head of Engagement and Knowledge Exchange

May 2022

Welcome to the University of London

The University of London is a federation of 17 Member Institutions based in London. It offers a range of undergraduate and postgraduate programmes to 240,000 students in the capital and around the world.

We were founded in 1836 to promote access to higher education. We pioneered distance learning in the days when railways and steamships were the pinnacle of transportation. We were the first University in the world to admit students regardless of their gender, race or religion.

In 1878 we were the first UK university to award degrees to women, and today we are the only UK University to be led by an all-female leadership team. Improving access and equality of opportunity remains our mission to this day.

Our new 2020–2025 Strategy ‘Transforming Education... Creating Futures’ is an ambitious academic vision for a digital age. Through it we want to draw on the expertise of our Member Institutions, leverage our collective power as a federation and cement our position as an anchor institution in London, supporting the communities around us.

Our aim is to enrich our academic work in the pursuit of excellence in education, research and knowledge exchange through collaboration with our Member Institutions. We do this by developing academic programmes, networks and partnerships that further our federation’s goals across London, the UK and internationally.



Professor Wendy Thomson CBE
Vice-Chancellor

The principal officer of the University, responsible to the Board of Trustees for the organisation and strategic leadership of the University of London.



Professor Jo Fox
Pro Vice-Chancellor Research and Engagement and Dean of the School of Advanced Study

Champions, supports and facilitates humanities research, elevating its profile, nationally and globally through engagement.

The Structure

University of London is a unique federation of 17 self-governing Member Institutions, each of whom has a world-class reputation in its own right.

The central University is home to a number of highly acclaimed central academic bodies. These include:

- **University of London Worldwide** – a collaboration among member institutions to provide distance and flexible learning to over 50,000 students in 180 countries, distributing £24m of income to member institutions in 2017. Former students include seven Nobel Prize winners.
- **School of Advanced Study** – a nationally and internationally recognised centre of excellence in the promotion and facilitation of research in the Humanities and Social Sciences. It comprises eight internationally renowned research institutes (Classical Studies, Commonwealth Studies, English, Historical Research, Legal Studies, Modern Languages, Philosophy and the Warburg) as well as centres in Digital Humanities and Public Engagement. The School attracts large numbers of subject specialists globally. It has four nationally and internationally recognised specialist research libraries .
- **University of London Institute in Paris** – a small and specialised institution with a long-standing academic partnership with Queen Mary University of London, the Institute provides research-led teaching from experts in their field.
- **Senate House Library** – with its unique research collections in the Arts and Humanities, considered by some to be the largest and best in the world, attracting scholars from over 1,000 institutions worldwide.

These central academic bodies share a distinctive academic mission:

- To transform people's lives through education, driven by a commitment to diversity and inclusion and a belief in their power to create new ways of knowing;
- To deliver innovative training and postgraduate education for the new world of research and work;
- To realise the benefits of the humanities and social sciences for society, to advocate for their importance, and to provide the intellectual infrastructure to enable new discoveries;
- To provide value to the Federation, leveraging the collective power of its members and enabling us all to reach new constituencies and tackle new problems;
- To strengthen bonds across regional, national, cultural, economic and political boundaries.



Public Engagement and Knowledge Exchange

The University has an excellent track record in public engagement and is looking to expand its knowledge exchange activities.

The University's new academic strategy – Connecting Worlds – demonstrates a deep commitment to reaching out to and connecting with the wider community of learners, bringing university research and knowledge into the public realm and seeking to learn from others for the benefit of all.

By working with partners, we want to reach new audiences, establish new collaborations, drawing new and hard to reach communities into the world of advanced research. We want to demonstrate the contribution that universities can make to public life and the role that cultural knowledge exchange and 'citizen science' might play in the research landscape of the future. We want to make a difference to public debates, undertaking engagement activities that connect with people's lives and demonstrating the relevance of University research to society.

As a national centre for humanities research, the School of Advanced Study is in a unique position to lead national and international initiatives in public engagement and knowledge exchange. We work with a wide range of partners across sectors, from galleries, museums, archives and libraries and the creative arts through to local and national government, international organisations, and business and enterprise. The Institutes enjoy relationships with a number of external partners, working with businesses, the media, and the creative and cultural industries as well as informing policy makers and other national bodies.

The School is home to the **Being Human Festival**, the UK's only festival dedicated to the humanities. Last year, the Festival, supported by the AHRC and the British Academy, featured 253 events and activities, held in 51 towns and cities across the UK, and in partnership with 54 universities and 10 research organisations and 144 community and cultural groups. We are working with the AHRC on an ambitious plan for a national public engagement programme to run from 2023.

We provide **public engagement and knowledge exchange training** to the next generation of scholars through our dedicated training programmes and through the UKRI Future Leaders Development Network, where the School is the lead in this area.

Our library **special collections** have inspired several popular exhibitions, from celebrating women's education (the University was the first to award

women degrees in 1878) to exploring the experience of childhood in Dickensian London. Senate House Library will be hosting a new art installation with ArtAngel on climate later on this year.

Our research is increasingly **policy-focused**. In 2020, we established the London Research and Policy Partnership (LRaPP), a ground-breaking new partnership promoting greater joint working between London government and the academic research community. The Institute of Historical Research is home to the History and Policy unit, a non-partisan forum that seeks to promote better public policy through a greater understanding of the value of history, enabling historians, policymakers and journalists to connect and learn from each other. It currently links more than 500 historians across the UK and sponsors a wide range of publications and policy-engagement events. Our Institute of Commonwealth Studies is being reconfigured to have a fresh focus on policy-oriented research and engagement, working alongside other organisations to address contemporary issues facing the Commonwealth.

We have a lively **academic and public events and performance programme**, both online and in our iconic and historic buildings in the heart of Bloomsbury. We draw large national and international audiences for our events. We have ambitions to develop a programme of events and activities that have real impact, particularly on contemporary debates and societal challenges.

The University takes its **civic role** seriously, and has ambitions to develop deeper connections with the local community and businesses. It is embarking on an exciting new vision for Senate House, opening up our buildings to the public and investing in new spaces for engagement. There is considerable potential for unlocking the combined power of the Federation in pursuit of a shared civic agenda. The University is located at the heart of the **Knowledge Quarter**, one of the greatest knowledge clusters anywhere in the world uniting over 100 large and small organisations, from the British Library, Google Deep Mind and the Wellcome Trust to Arts Catalyst, Scriberia and the Wiener Library. This represents a significant opportunity for the University to connect with others in pursuit of its educational and research goals.

The Role

Grade level 9 | Salary band £55,489 – £67,358

This is an exciting opportunity to shape the direction of engagement and knowledge exchange in a dynamic and unique environment.

Together with the academic leads for Public Engagement (currently Professor Sarah Churchwell) and Knowledge Exchange (currently Professor Barry Smith), the postholder will be charged with devising a new cross-University Engagement and KE strategy. Working closely with the Pro Vice Chancellor (Research and Engagement), the postholder will be involved in co-ordinating engagement and knowledge exchange across the University of London and seeking opportunities to collaborate with the Federal Members. The new Head of Engagement and Knowledge Exchange joins committed engagement and events teams within the University, and will be a member of the Pro Vice Chancellor (Research and Engagement)'s Senior Management Team.

Key duties and responsibilities

- In collaboration with the academic leads and the PVC (Research and Engagement), to develop a new University-wide public engagement and knowledge exchange strategy and devise an implementation plan.
- Support and encourage staff across the University with new ideas to lead major initiatives, while also helping the University to manage a portfolio of engagement projects that connect with the public.
- To work with the University's leadership and academics to devise engagement programmes that demonstrate the importance and relevance of research to contemporary society.
- Develop policies to underpin, incentivise and reward PE and KE activity across the University, ensuring best practice.
- To be the University's operational lead on PE and KE and to be involved with professional national and international networks, such as the National Coordinating Centre for Public Engagement.
- Maximise links with existing partners and seek out opportunities for new mutually beneficial partnerships, including across the Federation.
- To collaborate with the public engagement team and the Director of the Festival (Sarah Churchwell) to develop the Being Human Festival (and associated programmes) and to ensure that 'Being Human' is embedded within and contributes to the engagement and KE strategy.
- Co-ordinate the University's submission of its KE Concordat and implement the accompanying action plan, and help devise effective mechanisms to evaluate the University's engagement and KE activities.
- Become the main point of contact for external organisations in relation to engagement and KE operations, to keep abreast of developments both internally to the University, the School and its institutes, and externally in the engagement and KE landscape, and be able to provide guidance to the University and academic leadership in these areas.
- In collaboration with the academic leads, to identify potential funding opportunities and develop applications for external grant funding to support PE and KE activity.
- In collaboration with the academic leads and their teams, to support researchers and staff across the University to devise and deliver engagement and KE initiatives in line with the Concordat, working closely with the academic staff in translating complex research into engagement activity that is accessible to a wider public audience.
- Work with the academic leads and the training and staff development teams to devise PE and KE training programmes for staff and work with others across the University to deliver such training more widely (i.e. to researchers across the UK and internationally).
- Use internal and external channels to promote the value of the University's engagement and KE work, and work with the communications team to ensure visibility and impact of the University's work in these areas and to external partners.
- Any other duties as are within the scope, spirit and purpose of the role as reasonable required by the Pro Vice Chancellor (Research and Public Engagement).

The Person

The successful candidate will be an outstanding leader and engagement expert who can demonstrate the following:

Experience and skills

- The vision, knowledge and ability to co-ordinate and develop the University's PE and KE activities for the benefit of its current and future partners and stakeholders.
 - Leadership in PE and /or KE at a senior level.
 - A demonstrable record of successfully leading, managing and motivating diverse teams.
 - Track record of successfully leading, managing, and motivating staff at all levels, and managing change.
 - Demonstrable ability to manage resources including complex budgets.
 - Excellent understanding of academic research, PE and KE cultures, funding streams and research infrastructure in the UK and beyond.
 - Ability to articulate and implement a strategic vision for PE and KE in the University.
 - Highly developed communication and interpersonal skills with the ability to influence, negotiate and network at a senior level, and with external bodies/partners, including the media.
 - Ability to represent and promote the University in the UK and internationally to stakeholders, the public and potential donors.
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Personal attributes and qualifications

- Enthusiasm for the University and its mission, and a willingness to communicate the value of its PE and KE activities to broad audiences.
 - Ability and willingness to act as an organisational innovator and entrepreneur.
 - Politically astute and capable of working in partnership with those in senior decision-making positions, demonstrating high level influencing skills.
 - A well-developed ability to effectively collaborate with others and work as part of a team.
 - Excellent interpersonal skills, with the ability to inspire confidence and respect as a role model to others.
 - A highly developed understanding of the dynamics of change in an academic environment.
 - Creative and strategic thinker, with the presence and credibility to operate at the highest levels.
 - Commitment to developing opportunities for researchers.
 - Driven and ambitious for the University, bringing a hands-on and collegiate approach.
 - Adaptable and resilient, with an ability to successfully lead change.
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The **Head of Engagement** reports to the Dean and Pro Vice Chancellor (Research and Public Engagement), currently **Professor Jo Fox**.

How to Apply

Applications should be sent by the closing date of **24 June 2022**.

How to apply

In order to apply, please submit a comprehensive curriculum vitae along with a covering letter, setting out your interest in the role and details of how you match the required criteria.

Please provide contact details for three referees as part of your online application. Referees will not be approached until the final stages and not without prior permission from candidates.

The role may be offered on a permanent or fixed term basis (potentially renewable).

The preferred method of application is online at: london.ac.uk/about-us/work-for-us

If you are unable to apply online please email your application to ulrecruit@london.ac.uk

All applications will receive an automated response.

All candidates are also requested to complete an online Equal Opportunities (EO) Form which will be found at the end of the application process. This will assist the University in monitoring selection decisions to assess whether equality of opportunity is being achieved, but is not mandatory.

Information collated from the EO forms will not be used as part of the selection process and will be treated as strictly confidential.

Personal data

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and / or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion.

We are committed to ensuring everyone can access our website and application processes. This includes people with sight loss, hearing, mobility and cognitive impairments. Should you require access to these documents in alternative formats, please contact ulrecruit@london.ac.uk

Safeguarding

University of London is committed to safeguarding and promoting the welfare of its staff and older people. They expect all staff to be aware of their responsibilities to protect staff and residents from abuse or harm.

Queries

For a confidential conversation about this opportunity, please contact: Professor Jo Fox, Pro Vice-Chancellor (Research and Engagement) and Dean, School of Advanced Study (jo.fox@sas.ac.uk).

Further Information

Applications close **24 June 2022**
Interviews will commencing mid-July 2022



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