Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Research Impact and Policy Officer

Department/Division: Personal Social Services Research Unit
Accountable to: Ms Anji Mehta, PSSRU Manager; NIHR SSCR Finance and Impact Manager

Job Summary

The Personal Social Services Research Unit is an internationally recognised research centre based at the LSE. Directed by Professor Martin Knapp, PSSRU carries out high-quality research particularly in the areas of long-term care and mental health economics and policy. We place significant emphasis on impact from our research to support improvements in social and health care, and thereby improve lives.

PSSRU is affiliated to the NIHR School for Social Care Research (NIHR SSCR) which conducts and commissions world-class research on adult social care practice in England. Directed by Professor Martin Knapp, NIHR SSCR is a partnership between five universities and is led at LSE (until April 2019).

We are seeking a dynamic Research Impact and Policy Officer to support the management of knowledge exchange and impact processes within PSSRU and NIHR SSCR, to include: identifying and supporting the development of the impact of research led by PSSRU and funded by NIHR SSCR; communicating research findings to key stakeholders; and carrying out knowledge exchange activities to enhance the potential impact from our research.

The overall role is likely to work out to be half-time within PSSRU and half-time within NIHR SSCR adjusting for varying workload levels over time until April 2019. It will then revert to full-time within PSSRU (unless funding for NIHR SSCR is extended).

The postholder will work across PSSRU and NIHR SSCR subject to the requirements set by their line manager.

Duties and Responsibilities

The postholder will work with researchers within PSSRU at LSE and grantholders within NIHR SSCR to enhance the impact from our research. This will include supporting the development of high-quality impact plans for research proposals, working with successful research teams to implement their impact plans, and capturing information to a) support the assessment of impact, and b) feed into final reports to funders.

The role will include implementation of a strategic approach to PSSRU-wide activities, and supporting NIHR SSCR's approach to impact, to optimise impact and enhance our public profiles, such as producing news items and web content, managing events and workshops to support knowledge exchange with internal and external stakeholders, and developing systems to support impact reporting and assessment.

The postholder will also be required to:

Impact and outreach

- Lead the development and implementation of an enhanced strategic approach to impact within PSSRU including the adoption of agreed principles and sharing of best practice to help further embed an understanding of impact and the potential routes to delivering impact from our research.

- Support knowledge exchange activities within our research studies as required, identifying opportunities for publicising our work, and making decisions as to be best course of action in liaison with project leads.

- Create and implement support mechanisms for researchers, including managing the Social Care Research Impact webtool which provides guidance on identification, communication and delivery of impact.

- Support coordination of projects and initiatives on knowledge exchange and impact arising from them.

- Work with external consultants to support knowledge exchange activities as needed and oversee their involvement in specific tasks.

- Support the implementation of an annual assessment of impact for NIHR SSCR, and the production of an annual report of impact and key achievements for PSSRU, as well as keeping track of impact metrics for both.

- Contribute to the development of external relationships and collaborations with research users, funders and other stakeholders to optimise our research impact activities.

- Contribute to the development of the PSSRU-supported Social Care Elf blog site.

Publications and reporting

- Edit copy for PSSRU and NIHR SSCR outputs as requested.

- Contribute to the development and dissemination of materials promoting research findings to external audiences through, for example, policy briefs, thematic outputs and research summaries.

- Contribute to the drafting of annual reports and briefings for NIHR SSCR and PSSRU.

- Identify and draft impact case studies from PSSRU and NIHR SSCR research.

- Contribute to the management of publications based within PSSRU, such as the Journal of Long-term Care.

- Collect, analyse and circulate twitter and blog statistics, and other Almetrics, to support endeavours to increase outputs by PSSRU staff in these areas.

- Monitor and record press or policy mentions of PSSRU and NIHR SSCR research, logging these and identifying publicity possibilities.

Publicity

- Write and edit content for our websites, including identifying and editing news items for these sites.

- Work closely with PSSRU's research staff to develop publicity (blog posts, press releases) for forthcoming journal and other publications, and new projects.

- Identify opportunities to publicise NIHR SSCR's activities, including developing publicity for outputs and research findings.

- Identify, write, edit blog content, and generally manage PSSRU and NIHR SSCR's social media approaches – particularly Twitter, including identifying content and tweeting regularly, as well as live tweeting from events.

- Identify opportunities, and write content for, promotion of PSSRU activities/research on external sites (such as organisational blogs or newsletters), and support such activities for NIHR SSCR.

- Support collation of materials for events and conferences as needed.

- Support initiatives to share information from the International Long-term Care Policy Network hosted by PSSRU.

- Work closely with other relevant Divisions within LSE to ensure promotion of PSSRU and NIHR SSCR activities (such as Staff News, Events leaflets, Press Office).

Events

- Support PSSRU's Manager and SSCR's Finance and Impact Manager in developing content of external-facing events for both academic and non-academic audiences, including facilitation activities at such events.

Other

- Be an active ambassador for impact.

- Support training activities on knowledge exchange and impact, as well as provide training directly for PSSRU staff and/or NIHR SSCR fellows.

- Support other knowledge exchange activities within PSSRU and SSCR, as required, and carry out tasks and activities related to the position as requested by the PSSRU Manager/SSCR Finance and Impact Manager.

Flexibility
To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)
LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity,

race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: click here

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.