

## School of Aeronautical, Automotive, Chemical and Materials Engineering

### **Project and Impact Coordinator (UKRI Interdisciplinary Centre for Circular Chemical Economy)**

Job Ref: REQ211431

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

#### **Project Description**

We are seeking a dynamic Project and Impact Coordinator to support the UKRI National Interdisciplinary Centre for Circular Chemical Economy (CircularChem) and the EPSRC Sustainable Manufacturing project on Biomanufacturing with Carbon Capture and Utilisation (BMCCU). The CircularChem Centre is based in the Department of Chemical Engineering at Loughborough University and involves 7 universities (Loughborough, Cardiff, Heriot-Watt, Imperial College London, Liverpool, Newcastle, and Sheffield) and >20 industrial and international partners. The consortium is jointly developing key transformational enabling technologies, evaluate system-wide interactions with existing infrastructures and supply chains, and explore the complex non-technical barriers around business motivation, finance gaps, public awareness, and policy to support government, businesses, the third sector and consumers. The Loughborough core team is also supported by related UKRI grants with a shared vision in chemical manufacturing and sustainability, such as the EPSRC Sustainable Manufacturing project on biomanufacturing with carbon capture and utilisation (BMCCU). This role is expected to work on these projects and achieve synergies between projects to maximise impact.

The Department of Chemical Engineering is part of the school of Aeronautical, Automotive, Chemical and Materials Engineering (AACME) and recently underwent a £25 million refurbishment providing state-of-the-art laboratory facilities and a modern office environment.

We are committed to achieving equality for all those who learn and work here and providing a diverse and inclusive working environment. We will consider reasonable adjustments commensurate with the project requirements.

#### **Job Description**

##### **Job Grade:**

Management and Specialist Grade 6

##### **Job Purpose**

The postholder will identify and support the development and dissemination of research impact generated by the CircularChem and BMCCU projects. You will proactively collaborate with the project team and play a key role in maximising impact by communicating research findings to key stakeholders and carrying out knowledge exchange activities. Partnership-building in the public, private, and non-profit sectors, as well as the ability to negotiate and influence both internally and externally, are crucial to this role.

The role will also support our strategic approach to Centre-wide and project-wide activities that are aimed at enhancing our public profile, such as producing news articles 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.

In addition to this the postholder will lead and manage administrative activities for CircularChem's affiliated project BMCCU. You will work across CircularChem and BMCCU subject to the requirements set by the Centre Manager.

## **Job Duties**

### **Impact and Outreach**

1. Support the development and implementation of an enhanced strategic approach to impact within CircularChem and BMCCU including adopting agreed principles and sharing best practice to help further embed an understanding of impact and the potential routes to delivering impact from our research.
2. Support knowledge exchange activities as required, identifying opportunities for publicising our work, and making decisions in liaison with the project management team.
3. Support coordination of projects and initiatives on knowledge exchange and impact arising from them.
4. Lead the implementation of an annual assessment of impact for CircularChem and BMCCU and the production of an annual report of impact and key achievements.
5. Support the project team in the development and tracking of impact metrics.
6. Contribute to the development of external relationships and collaborations with research users, funders and other stakeholders to optimise our research impact activities.

### **Publications and Reporting**

7. Contribute to the development and dissemination of materials promoting research findings to external audiences through, for example, policy briefs, thematic outputs and research summaries.
8. Lead the drafting of annual reports and briefings for CircularChem and BMCCU.
9. Identify and draft impact case studies based on project outputs.
10. Monitor and record press or policy mentions of CircularChem research, logging these and identifying publicity opportunities.

### **Communication and Engagement**

11. Write and edit content for our website, including identifying and editing news items for these sites.
12. Work closely with research colleagues to develop publicity (blog posts, press releases) for forthcoming journal and other publications, and new projects.
13. Identify, write, edit blog content, and generally manage the Centre's social media approaches.
14. Identify opportunities, and write content for, promotion of CircularChem and BMCCU activities/research on external sites (such as organisational blogs or newsletters).
15. Support collation of materials for events and conferences as needed.

### **Events**

16. Support the CircularChem Centre Manager in organising events for both academic and non-academic audiences, including facilitation activities at such events.

### **Administration**

17. To provide general administrative support as required including the dissemination of information as instructed and on own initiative.
18. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
19. To undertake any further duties that are required to facilitate the smooth running of the Centre and affiliated projects.
20. To ensure compliance with relevant University policies and procedures.
21. To undertake any training and development deemed appropriate for the position by the Line Manager

### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

### **Organisational Responsibility**

Reports to the Centre Manager

## Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Significant experience of working in a multi-disciplinary knowledge-based environment or similar	1,3
	Demonstrable experience of working in a communications or research impact/dissemination role	1,3
	Evidence of being self-motivated, proactive and able to work independently with limited supervision	1,3
	Effective partnership working and inter-personal skills	1,3
	Experience of building and developing networks with internal and external contacts	1,3
	Evidence of liaising with academics, industrial stakeholders and others, both in the UK and overseas	1,3
	Experience of event organisation and workshop facilitation	1,3
	Experience of organising meetings, committee servicing and making travel arrangements	1,3
Skills and abilities	Flexibility and the ability to adapt to a changing work environment	1,3
	High level of accuracy and attention to detail in all aspects of work, including the ability to maintain accurate records	1,2,3
	Proven experience of working to tight and often conflicting deadlines, planning own workload and prioritising multiple tasks while maintaining attention to detail	1,2,3
	Able to plan and manage new projects or new activities, ensuring plans complement broader strategy	1,2,3
	Evidence of excellent written English and oral communication skills and demonstrable ability to write clearly and concisely, with accuracy and excellent attention to detail, for different audiences and purposes e.g. website, reports and publicity material	1,2,3
	Evidence of gathering, collating and analysing data and information from a range of sources	1,2,3
	Proven ability of writing (news, blogs, reports and website copy) and/or editing specialist publications	1,3
	Evidence of having actively promoted the research, services or activities of an institution to others	1,3

	Proven ability to convey information which needs careful explanation or interpretation (e.g. writing guidance/instructions or promotional materials) to non-specialist audiences in an effective way	1,2,3
	Capacity to develop and deliver strategy and action plans that take forward agreed priorities	1,3
	Ability to handle confidential and sensitive information	1,3
	Demonstrated ability to show initiative in responding to requests by providing information without supervision in a prompt and efficient manner	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management	1,2,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Adopt new procedures as and when required	1,3
Qualifications	A good degree (or equivalent research and/or industry experience)	1
Other		

#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting	1,3
	Good understanding of the Higher Education research impact agenda	1,3
	Experience of Loughborough specific systems and procedures	1,3
	Active social media user	
Skills and abilities	Awareness of reporting requirements of funding bodies, such as the EPSRC, and other sources of research funding	1,3
	Understanding and knowledge of relevant legislation eg SENDA, Data Protection Act, Freedom of Information etc	1,3

#### Conditions of Service

The position is part time, 0.6FTE and fixed term for 2 years. The salary will be on Management and Specialist Grade 6, within the salary band £31,406 - £40,927 per annum, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Grade 6 and above staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has several family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

## **Applications**

The closing date for receipt of applications is 30 January 2022. Interviews will be held shortly after with the role expected to start March 2022.