

Head of Civic Engagement

Job Reference:	
Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 9
Contract Type:	Permanent
Hours:	35 hours per week (Full time)
Location:	New Cross, London

Goldsmiths

At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East with some 10,000 students, 1,300 staff and an annual turnover of £126 million. We develop effective interactions between the College's research and teaching activities and business, which contribute to local, national and international social and economic well-being. As a leading arts, humanities and social science university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Our innovative research and knowledge exchange partnerships also inform growth and development locally, nationally and internationally.

We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Department of Research, Enterprise and Knowledge Exchange

The Department delivers the University's Research, Enterprise and Knowledge Exchange strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;

- the financial management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between the academic research and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University's compliance with codes of conduct, ethics and other statutory requirements;
- the development and delivery of the university's portfolio of unaccredited short courses and Executive Training.
- the University's REF submission;
- the commercialisation of Intellectual Property;
- Researcher Development – shaping and delivering activities that complement support from HR and academic departments, in line with the University's commitments under the Concordat to Support the Career Development of Researchers and its associated action plan;
- Policy-related activities;
- Business engagement programmes aimed at supporting growth and the development of new jobs, products and services;
- Civic engagement – working with our local community and stakeholders on the development of shared priorities and initiatives;
- Knowledge Exchange activities and associated reporting requirements.

About this role

This is an exciting time to join Goldsmiths. A major priority for the College is the development of a more systematic and strategic approach to its civic engagement activities. To this end, the College is refreshing its vision for its civic mission and it is developing a new civic engagement strategy, building on the successes of its community engagement strategy and longstanding track record in this area. A Strategic Working Group has been established to help embed civic engagement across academic departments and relevant professional service functions, which will be underpinned by two community engagement fora – one internal and the other external. A high level sub-group of Council has also been established to advise on the development of the strategy and accompanying work plan.

This post has been created to support this work by developing processes to help co-ordinate these activities and link up 'top down' and 'bottom up' approaches. The role will also include a heavy focus on liaising with the College's local community and improving its understanding of what it community most values from the College and how this matches up with what the College is uniquely placed to offer. The post holder will play a key role in the implementation of the College's new civic engagement strategy, including its commitment to develop a Civic University Agreement (CUA).

This will involve:

- Supporting the development, planning and implementation of the College's new civic engagement strategy and accompanying CUA.
- External and internal community engagement building.
- Co-ordinating and facilitating partnerships and programmes of work with partners and stakeholders.
- Liaising effectively with local stakeholders and the local community to identify what they need and want from the College.
- Facilitating the community's use of the College's facilities (library, cinema, art gallery).
- Promoting the College's local and regional contributions and their impacts.

- Drawing up internal and external reports and analysis to assess where the College is adding most value and where there are gaps/issues needing addressing.
- Ensuring that the College's civic engagement strategy reflects and advances the College's knowledge exchange strengths and priorities.

We are seeking a self-starter, ideally with an established track record of working in the Higher Education sector in a relevant context. Flexible and versatile, your proven project management skills, together with experience of collaboration with professional and academic colleagues, will enable you to rapidly build effective relationships both internal and external to the College.

Job description

Head of Civic Engagement

Reporting to: Director of Research, Innovation and Knowledge Exchange

Number of direct reports: One – the Knowledge Exchange Manager

Responsibilities of the Post:

To lead the implementation of the new Civic Engagement strategy and provide regular reports on progress to the Director of Research, Innovation and Knowledge Exchange.

To support the University Civic Agreement commitment, which will include liaison and participation in the Lewisham Leaders group and the Lewisham Deal commitment.

To support the development and implementation of partnership agreements (MoUs) with local partners.

To manage the budget for use in supporting community engagement activities.

To represent the College at external partnership boards and events as appropriate.

To foster and sustain close links with relevant communities and local stakeholders, including the creation and facilitation of a new external Community Forum.

To monitor and co-ordinate the College's projects in its Civic Engagement work plan, including the development of new processes to monitor and track the progress, outcomes and impacts of the programme, ensuring that robust evidence is collected on the value added of the programme.

To identify new funding opportunities, co-ordinate funding applications and project proposals.

To lead project management and programme delivery where appropriate, ensuring that projects are delivered on time and to budget and in line with requirements.

To identify opportunities to promote the College's civic role – its contributions and impact both locally and regionally – informed by an understanding of the College's knowledge exchange strengths and priorities in research and innovation.

To ensure project specific and other restricted funds are spent in accordance with the terms of the agreement.

To provide support and direction through the idea generation and planning process.

To facilitate the internal Community Engagement Forum to support information sharing across departments.

To act as the first point of contact on issues related to the community's access to the College's facilities.

To promote the benefits of civic engagement to academic departments and individual academics.

To service meetings of the Strategic Working Group and be the main point of contact for the governance, membership and administration of the group.

To promote the College's civic engagement activities and approaches to existing and potential new stakeholders and partners.

To manage and support the professional development of the Knowledge Exchange Manager.

To deputise for the Director when required.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with these criteria. The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form C = Certificate
I = Interview R = Reference
T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
Graduate level qualifications from any discipline or equivalent	A, C, I
Essential Criteria 2 - Experience	

Demonstrable experience of managing community and/or stakeholder engagement programmes	A, I, R
Experience of planning and delivering complex projects in a deadline driven environment, and of ensuring a joined-up approach when need be to diverse activities	A, I, R
Experience of influencing at a senior level	A, I, R
Experience of developing and maintaining efficient administrative systems	A, I, R
Experience of designing and producing written promotional materials and information for a variety of audiences	A, I, R, T
Essential Criteria 3 - Knowledge	
A good understanding of community and public engagement issues (or demonstrable ability and skills to acquire this knowledge quickly)	A, I, R
Essential Criteria 4 - Skills	
Excellent written and interpersonal communication skills	A, I, R
The ability to network and form effective relationships both internally within the College and externally	A, I, R
A proven, self-motivated approach to planning and prioritising workloads	A, I, R, T
Evidenced ability to maintain a pro-active approach to detail in a fast-paced environment	A, I, R
Good IT skills (MS Office, e-mail, internet)	A, I, R
Additional Attributes	
The ability to maintain a professional and composed demeanour while working to tight deadlines	A, I, R
The ability to work as a team player	A, I, R
Flexibility and adaptability	A, I, R