

**Job Description: Professional Service Positions**

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| <b>Faculty/Directorate/Service Area:</b> | Faculty of Humanities and Social Sciences                                |
| <b>Job Title:</b>                        | Senior Project Officer (knowledge mobilisation)                          |
| <b>Department/Subject:</b>               | Criminology, Sociology and Social Policy                                 |
| <b>Salary:</b>                           | Grade 8: £39,906 to £46,049 per annum together with USS pension benefits |
| <b>Hours of work:</b>                    | Full time                                                                |
| <b>Number of positions:</b>              | 1                                                                        |
| <b>Contract:</b>                         | This is a fixed term position until 31 <sup>st</sup> December 2027       |
| <b>Location:</b>                         | This position will be based at the Singleton Campus                      |

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| <b>Main Purpose of Post</b> | <p>The Senior Project Officer will work as part of the Strategic Areas of Research Interest (ARI) project. This has been funded by the Universities Policy Engagement Network (via UKRI) and the Swansea University ESRC Impact Acceleration Account for 15 months from October 2026 to pilot the use of Areas of Research Interest (ARI), alongside other academic-policy engagement mechanisms, in local government. ARIs help to clarify the evidence needs of local government and engage with researchers to fill evidence gaps, which enhances the opportunities for local government officers to take up learning and collaboration offers from universities and improve the use of evidence and expertise in public policy. The pilot project will focus on developing a sustainable Areas of Research Interest process for Swansea Council working with researchers in Swansea University and their partners.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                             | <p>The Senior Project Officer will be employed by Swansea University within the Local Challenges Research Office (LCRO); will be hosted by the Corporate Planning and Performance Service at Swansea Council; and will meet regularly with Clare Stainthorp, UPEN Policy Coordinator (UK-wide Areas of Research Interest), for the purposes of support and reporting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|                             | <p>The Senior Project Officer is responsible for applying the following independently in situations within established frameworks and guidelines :</p> <ol style="list-style-type: none"> <li>1. Work with personnel across Swansea Council in an advisory and supporting role to define and refine ARI questions, in order to publish an evidence informed ARI.</li> <li>2. Work with personnel across Swansea Council and Swansea University to create internal and external processes to facilitate engagement with ARI questions, before and after publication.</li> <li>3. Work with personnel across Swansea Council to create a sustainable monitoring system to track and evidence responses to the published ARI, including responsibility for summarising and synthesising responses.</li> <li>4. Work with personnel across Swansea Council to plan and develop an evaluation mechanism to identify the impact of ARI on the Council's engagement with expertise within and beyond the Swansea region.</li> <li>5. Contribute to UPEN Programmes learning and deliverables, including testing of and input into a flexible UK-wide ARI Toolkit; documentation of activity and lessons learned across pilot period, and sharing of these in mutually agreeable formats (e.g. blog, webinar, contribution to UPEN ARI Practitioners Community of Practice).</li> <li>6. Contribute to LCRO's programmes for collaborative, co-produced work with the council, university, and community partners, ensuring inclusive and dialogic approaches to evidence ARI development and use.</li> <li>7. Support LCRO's capture and analysis of data / information on changes in engagement and dissemination practices, the development of relationships, and the use of a range of evidence to inform policy and decision-making.</li> <li>8. Work with colleagues at Swansea University to ensure the financial aspect of the Strategic Areas of Research Interest funds awarded to Swansea are managed and reported on.</li> </ol> |

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|                    | <p>9. Identify and monitor project risks, planning and implementing responses to them and responding to other issues that affect the project.</p> <p>10. Gather and analyse monitoring and evaluation data in line with the evaluation framework for the project, including through creating and sending surveys and conducting feedback interviews with people involved in the project.</p> <p>11. Schedule and organise meetings and workshops within the project, producing clear, high-quality documentation (action notes/minutes) to support decision-making, accountability, dissemination and delivery, as required.</p> <p>12. Build trusted relationships across academia, policy and practice to support effective knowledge exchange; translate policy and evidence needs between sectors; and facilitate collaboration across organisational boundaries to support the development and use of Areas of Research Interest</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| General Duties     | <p>13. To fully engage with the University's Performance Enabling and Welsh language policies</p> <p>14. To promote equality and diversity in working practices and to maintain positive working relationships.</p> <p>15. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture.</p> <p>16. Any other duties as agreed by the Faculty / Directorate / Service Area.</p> <p>17. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Leadership Values  | <p>All Professional Services areas at Swansea University operate to a defined set of Core Values (<a href="http://www.swansea.ac.uk/the-university/professional-services-values/">http://www.swansea.ac.uk/the-university/professional-services-values/</a>) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have. In addition the appointee will operate to a defined set of Leadership values. Our values are:</p> <p><b>We are Professional</b></p> <p>We take pride in applying our knowledge, skills, creativity, integrity and judgement to deliver innovative, effective, efficient services and solutions of excellent quality.</p> <p><b>We Work Together</b></p> <p>We take pride in working in a proactive, collaborative environment of equality, trust, respect, co-operation and challenge to deliver services that strive to exceed the needs and expectations of customers.</p> <p><b>We Care</b></p> <p>We take responsibility for listening, understanding and responding flexibly to our students, colleagues, external partners and the public so that every contact they have with us is a personalised and positive experience. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.</p> |
| Project Management | <p><b><u>Project Management at Swansea University</u></b></p> <p><b>Working with the Association for Project Management (APM)</b></p> <p>Swansea University is an APM Accredited organisation and considers the APM Body of Knowledge and the APM Competence Framework as the leading reference for its project management activities.</p> <p>The Strategic Portfolio Management Office is responsible for improving project and change management professionalism across the university. Advice, support, learning and development with respect to project and change management is available through this team.</p> <p>All project management staff are expected to become a member of a project management professional body, ideally the APM, see <a href="https://www.apm.org.uk/membership/">https://www.apm.org.uk/membership/</a> for guidance on individual membership.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| <p><b>Person Specification</b></p> | <p><b>Values:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrable evidence of taking pride in delivering professional services and solutions</li> <li>2. Ability to work together in an environment of equality, trust and respect to deliver services that strive to exceed the needs and expectations of customers.</li> <li>3. Demonstrable evidence of providing a caring approach to all of your customers ensuring a personalised and positive experience</li> </ol> <p><b>Qualification:</b></p> <ol style="list-style-type: none"> <li>4. Educated to degree level or equivalent.</li> <li>5. Willingness to work towards an Association for Project Management (APM) qualification.</li> <li>6. Willingness to work towards APM membership.</li> </ol> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>7. Experience in creating a detailed project plan on a project with limited complexity and then managing and monitoring the plan to ensure successful completion of activities to achieve the required quality, timescales and budget targets.</li> <li>8. Experience of identifying risks and planning, implementing and monitoring responses to those risks on a complex project.</li> <li>9. Experience of managing, influencing, collaborating and working effectively with stakeholders on a project of limited complexity</li> </ol> <p><b>Knowledge and Skills:</b></p> <ol style="list-style-type: none"> <li>10. Good organisational skills, the ability to manage a variety of tasks simultaneously, and to organise and prioritise own work and that of others in order to meet project milestones.</li> <li>11. Good communication skills with clear evidence of effective presentation skills, report-writing skills and the ability to converse with a range of stakeholders.</li> <li>12. Knowledge of a project management planning tool such as MS Project</li> <li>13. Knowledge of and skills in knowledge mobilisation to facilitate engagement between policy making organisations and universities within the UK</li> </ol> <p><b>Desirable Criteria:</b></p> <ol style="list-style-type: none"> <li>14. Experience of working in the Higher Education environment and/or dealing with stakeholders in the HEI environment</li> <li>15. Experience of facilitating workshops and other interactive learning events.</li> <li>16. Experience of working in the policy sector and/or dealing with stakeholders in the policy sector.</li> <li>17. Experience of applying analytical skills to synthesise diverse evidence</li> <li>18. Experience of operating within multi-organisational governance structures for a project</li> <li>19. Demonstrated commitment to personal and professional career development</li> </ol> |
| <p><b>Welsh Language Level</b></p> | <p>Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available <a href="#">here</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

