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# University of Sunderland

## Role Profile

### Part 1

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lifechanging



**University of  
Sunderland**

#### Research & Development Officer

<b>Job Title:</b>	Research & Development Officer
<b>Reference No:</b>	0615-22-R
<b>Reports to:</b>	Head of Centre for Graduate Prospects
<b>Responsible For:</b>	n/a
<b>Grade:</b>	E
<b>Working Hours:</b>	37 hours a week
<b>Faculty/Service:</b>	Centre for Graduate Prospects   Teaching & Learning
<b>Location:</b>	Sunderland Campuses
<b>Main Purpose of Role:</b>	<p>Motivated by the belief that every student has the potential to achieve life-changing success and make a society-shaping impact, this role will support the embedding of employability and enterprise across the University of Sunderland, and the creation of confident and motivated students who develop into professional, adaptable, and engaged graduates with rich and rewarding life and career prospects, by ensuring that:</p> <ul style="list-style-type: none"><li>▪ Employability and enterprise development at the University of Sunderland is informed by the latest research, policy and practice from the sector.</li><li>▪ The impact of our work is understood and disseminated effectively to drive change, inform research, and influence policy and priorities.</li><li>▪ We work effectively with internal departments to be able to take advantage of collaborative projects and funding opportunities with external partners and stakeholders.</li></ul>
<b>Key Responsibilities and Accountabilities:</b>	<ul style="list-style-type: none"><li>▪ Provide regular advice to the Head of the CfGP, colleagues and stakeholders on developments in employability and enterprise research and policy in economic and educational settings.</li><li>▪ Design, monitor and review approaches to measuring the impact of CfGP activities and University of Sunderland students and graduates in the workplace.</li><li>▪ Lead the preparation of CfGP's contribution to research and/or strategic development project, partnership and/or funding proposals, liaising with, and coordinating the contributions of a variety of CfGP teams and University colleagues.</li><li>▪ Act as project manager for small CfGP research and/or policy development initiatives including the management of any fixed-term or casual staff, and associated budgets.</li></ul>

	<ul style="list-style-type: none"> <li>▪ Research, design and deliver professional development training for CfGP staff and stakeholders linked to research, policy and practice.</li> <li>▪ Lead on the preparation of external reports, articles and/or conference contributions, coordinating and editing input from across the CfGP, its stakeholders and partners.</li> <li>▪ Participate in and contribute to relevant local and national research, policy, and practice networks on behalf of the CfGP.</li> <li>▪ Influence the development of a CfGP culture that demonstrates its values and guiding principles and those of the University.</li> <li>▪ Produce reports for CfGP senior management and other senior stakeholders across the University, that use quantitative and qualitative data to illustrate progress against the Centre's strategic aims.</li> <li>▪ Perform other such duties as the Head of the Centre for Graduate Prospects may from time to time require.</li> </ul>
<p><b>Special Circumstances:</b></p>	<p>Expected to attend and participate in occasional evening and weekend working, and travel nationally and internationally when required.</p>



#### Part 2A: Essential and Desirable Criteria

##### **Qualifications and Professional Memberships**

###### **Essential:**

- Postgraduate degree in relevant subject, or first degree in a relevant subject with significant applied experience.

###### **Desirable:**

- Doctoral or professional qualification in research methods, teaching and learning, education consultancy and /or market research.
- Fellowship of the Higher Education Academy (FHEA).

##### **Knowledge and Experience**

###### **Essential:**

- Proven knowledge and experience of evaluating and advising on research and policy in an economic and/or educational environment.
- Knowledge and experience of developing and delivering effective research-informed training and resources using a range of styles and methods.
- Ability to successfully develop bids for strategically relevant funding and/or form collaborative project proposals.
- Experience of developing and deploying effective quantitative and qualitative research and evaluation approaches.
- Evidence of involvement in regional and/or national networks supporting the development of employability and/or enterprise in education.
- Ability to think strategically as well as provide advice and support on immediate operational issues.
- Evidence of an enterprising and continuous improvement mindset, always seeking opportunities to understand personal impact and improve practices.
- Able to work collaboratively across a range of teams and groups of stakeholders, taking the lead when necessary.
- Experience of influencing through compelling written and engaging oral communication skills
- Analytical and problem-solving skills with the ability to deliver accurate work to time, within periods of competing priorities and to high levels of customer satisfaction.

###### **Desirable:**

- Experience of publishing research and/or policy reviews.
- Experience of working in a Higher Education environment.
- Knowledge and understanding of graduate employability and enterprise and the role they play in the regulation and perception of quality and performance in Higher Education.

## Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

### Oral Communication

- Routinely explains more complicated non-routine matters/policies/procedures clearly by explaining technical/specialist terms commonly used in own area of work.
- Adapts the style of communication to the audience and ensures understanding.
- Interprets and communicates more complex, specialist or conceptual information clearly and persuasively, presenting compelling arguments to influence and/or negotiate satisfactory outcomes.

### Written and electronic communication

- Routinely required to understand, use and interpret technical/specialist terms commonly in use in own area of work and explain complicated non-routine matters/policies/procedures clearly through a range of appropriate methods and with consideration to the audience.
- Conveys complicated matters simply, tailors delivery methods/media to suit the audience's needs and ensure understanding. Uses appropriate styles and arguments to influence and negotiate satisfactory outcomes

### Knowledge and Experience

- Applies a depth or breadth of experience and is able to demonstrate full working knowledge and proficiency in own area of expertise.
- Acts as a point of reference to others.
- Reflects on practice and engages in continuous professional development.

### Service Delivery

- Adapts services and systems to meet customers' needs and identifies ways of improving standards.
- Learns from complaints and takes action to resolve them.
- Collates feedback and views from customers and keeps up-to-date with market trends to inform service development and make changes.
- Actively promotes services.

### Initiative and Problem Solving

- Uses judgement to analyse and solve problems.
- Takes action to prevent recurrence of problems.
- Considers possible solutions to identify those which offer wider benefits.
- Obtains evidence to support thinking.
- Resolves complex problems that occur infrequently where guidance, if available, is not specific.
- The implications of setting precedent as well as the impact across the organisation are considered prior to taking action.

### Decision Making Processes

- Independently makes decisions that may have impact on immediate team/work area and may endure for some time.
- Considers the wider impact of decisions and assesses outcomes.
- Works with others to make collaborative decisions that may be operational or strategic and impact immediate team or work area.

- Recommends and advises on available options for decisions that affect operational processes, taking into account any risks.

#### **Analysis and Research**

- Designs and uses data gathering and analytical methods appropriate for each investigation, questioning assumptions and existing knowledge.
- Recognises and accurately interprets patterns and trends.
- Understands when additional data is required and identifies appropriate sources. Reports findings to the wider community that identify key issues and is able to withstand challenge by relying on evidence gathered and processes used for analysis.

**Date Completed:**

**November 2022**