



## Application pack

### Programme Manager – Researcher Development

We are seeking a Programme Manager to establish a new pan-Wales project. Funded by the Higher Education Funding Council for Wales (HEFCW), the project aims to increase the capacity of the higher education and research sector in Wales for partnerships, leadership and collaboration.

The Programme Manager will take overall responsibility for the project's success. Building on the Society's existing reputation and stakeholder relationships, the post-holder will develop and organise many of the new activities in the project, supported by a Project Officer. Other activities will be developed and delivered by our Policy and Public Affairs Manager and Communications Officer. A strong team dynamic will therefore be essential to the project, with a shared commitment to monitoring, learning and evaluation.

The post-holder will ensure that the project complements the activities of universities in Wales and other relevant stakeholders. They will maintain a good relationship with our funder and will collate a report on the project's outcomes. They will also work with the Chief Executive to develop and submit a funding proposal for further activities in 2022-23.

We want to appoint a candidate who can make this project a demonstrable success in its first year. Such success will enable us to extend the 1-year contract we are offering in the first instance.

#### Key facts about this role

<b>Salary</b>	c. £32,000
<b>Pension and benefits</b>	The post-holder may join our pension scheme, with the employer and employee each contributing up to 5% of gross salary into the scheme each month. We provide enhanced sick pay and maternity pay that exceed the statutory minimum.
<b>Location</b>	Our offices are based in Cathays Park, Cardiff. We anticipate the post-holder dividing their work between office and home (details to be agreed with line manager).
<b>Travel</b>	The job requires some travel within Wales and occasional overnight stays. Expenses will be reimbursed.
<b>Line manager</b>	Chief Executive
<b>Employment terms</b>	Full-time, fixed-term position for 1 year from the date of appointment. An extension may be possible, subject to our written confirmation.
<b>Hours</b>	35 hours (5 days) per week, usually worked between Monday-Friday. There is scope for flexible working; the pattern of hours will be agreed with the line manager. The post-holder may occasionally be required to work during evenings and weekends.
<b>Annual leave</b>	The basic leave allowance is 25 days, to be taken as agreed with the line manager. We also provide 8 statutory days and 7 additional 'customary days'.



## Key duties

### Project establishment and management

- Lead the formation of the project (see p.4 for more details), establishing it effectively within the Society's overall work plans and setting a delivery timetable
- Liaise with HEFCW on the project's launch, implementation and progress
- Work with the Chief Executive to ensure the project is delivered within the agreed budget, and that the Society's Council (board of trustees) is kept informed about progress
- Work with other colleagues to ensure the project activities are monitored and evaluated, based on deliverables agreed with HEFCW
- Develop the systems and frameworks needed for successful delivery of the project activities, including record-keeping about participants
- Ensure equality, diversity and inclusion (EDI) practices are integrated into the activities

### Delivery of project activities

- Build on our existing work with Early Career Researchers: establishing activity programmes in line with recommendations made to the Society, overseeing delivery of events, managing our ECR network's development, and representing us in discussions with other ECR stakeholders
- Establish two pilot mentoring schemes for ECRs and mid-career/senior researchers
- Establish the framework for a grant scheme to support cross-Wales collaboration on research
- Coordinate work to commission a review of Wales' performance in REF 2021 research impact
- Provide line management and support to a Project Officer to deliver project activities and events
- Work with the Communications Officer to manage external communication of the project and produce relevant materials, including for social media

### Other tasks

- Ensure a coordinated approach by working closely with colleagues responsible for other activities within the project
- Use meetings, communication and planning tools to keep other staff informed of project progress
- Contribute to development of the Society's strategy and overall work plans
- Carry out other duties as reasonably requested by the Chief Executive

## Person specification

Please ensure that when you complete the Supporting Statement section of the application form, you demonstrate how you fulfil each of the criteria marked Essential (and those marked Desirable where possible).

	Criteria	Essential	Desirable
<b>Knowledge and experience</b>	Significant experience and demonstrable success in project implementation, including use of appropriate project management tools	✓	
	Knowledge and understanding of the higher education and research sector in Wales	✓	
	Experience of organising events	✓	
	Experience of managing stakeholder relationships, including with project funders		✓
	Knowledge and understanding of mentoring or other relevant professional support mechanisms		✓
	Involvement in running grant schemes and/or managing relationships with grantees		✓
<b>Skills, abilities and attitude</b>	Strong ability to plan, organise and deliver objectives, keeping high-level goals in mind while paying attention to detail	✓	
	Ability to gain agreement and commitment to shared goals from other stakeholders	✓	
	Skills in financial planning, budget management and reporting	✓	
	Ability to manage, support and develop other team members, delegating work clearly and appropriately	✓	
	Ability to make clear, measured decisions informed by evidence and to take responsibility for the outcomes of decisions	✓	
	Excellent written and spoken communication skills, preferably in both English and Welsh	✓	
	Commitment to equality, diversity and inclusion	✓	
	Commitment to supporting the Society's development as a bilingual organisation	✓	
	Commitment to / interest in the Society's mission and aims	✓	

## About the project

The Learned Society of Wales has been funded by the Higher Education Council for Wales (HEFCW) to deliver a new national support scheme for researcher development. This builds on a small grant from HEFCW to develop our work with Early Career Researchers. The project will run during the 2021-22 academic year, and we anticipate it being extended into future academic years.

This year's activities will be in four areas:

- 1. Further developing our national, cross-disciplinary support network for Early Career Researchers (ECRs):** delivering seminars and structured networking events, piloting a national mentoring scheme, and supporting ECRs to shape our work in this area
- 2. Piloting two support initiatives for mid-career and senior researchers:** a mentor 'matchmaking' scheme to broker support relationships between researchers from different institutions; and promoting knowledge exchange by pairing academic researchers with lawmakers and policymakers
- 3. Increasing research collaboration and partnerships:** complementing the work of the Wales Innovation Network by providing small grants for collaborative research propositions at an early stage of development; and strengthening Wales' voice in key strategic research partnerships
- 4. Celebrating excellence and increasing public understanding of research:** engaging wider audiences in understanding the value of research and related policy work; awarding medals for outstanding early career researchers; and commissioning an independent review of Wales' research impact in REF 2021.

## About the Society

The Learned Society of Wales is Wales' national academy. We champion excellence across all academic fields and beyond. We use the knowledge of the Society's experts to promote research, inspire learning, and provide independent policy advice. A Royal Charter charity with nearly 600 Fellows, LSW is highly regarded as an authoritative, independent, and credible voice in Welsh public life.

Our 2018-23 strategy highlights four key operational objectives:

- 1. Champion research**  
Deliver high-quality events, celebrate excellence, and offer platforms for early-career researchers
- 2. Contribute expertise**  
Coordinate expert responses to consultations, support evidence-based policymaking, and harness our expertise to 'lead the conversation' in key areas
- 3. Promote learning and debate**  
Communicate our Fellows' achievements, support schools and colleges, and develop public discussion of important issues
- 4. Develop the Fellowship**  
Increase Fellows' involvement in our work, elect a wider range of Fellows, and work with organisations that promote diversity

## How to apply

- If you would like more information before deciding whether to apply, please contact Martin Pollard, Chief Executive ([mpollard@lsw.wales.ac.uk](mailto:mpollard@lsw.wales.ac.uk)) to arrange an informal discussion.
- You must make your application using our official application form. Please provide all relevant information on the form, as we will not consider CVs or cover letters as part of your application. Please ensure that you save the final document in Word or PDF format.
- When you write the Supporting Statement, please let us know **how you meet each of the essential criteria** in the Person Specification (and the desirable criteria if possible). We recommend that you cover each of the criteria in order, using it as a heading; this will help us assess your application more easily. You should also tell us **why you are interested in this post**.
- Please email your application to **Amanda Kirk** ([akirk@lsw.wales.ac.uk](mailto:akirk@lsw.wales.ac.uk)) by **17.00 on 11 October 2021**.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://www.smartsurvey.co.uk/s/B1H26X/>. This is anonymous and will not be considered as part of the application process.

## What will happen next?

- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement before **09.00 on 12 October**, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
- We will assess the applications and select a number of candidates for interview. If we select you, we will contact you directly. **We will hold interviews during the week beginning 18 October**. If you have not been invited to interview within three weeks of the closing date, please consider your application to be unsuccessful.
- We will make a provisional offer of employment to our chosen candidate. We will then take up references and, if these are satisfactory, confirm the job offer.
- We reserve the right not to make an appointment if we judge that none of the candidates meets the required standard.