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| Last updated: | Jul2024 |

**JOB DESCRIPTION**

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| Post title: | **Specialist Policy Officer (Southampton Marine and Maritime Institute)** | | |
| Standard Occupation Code: (UKVI SOC CODE) | 2424 – Research Support Officer | | |
| School/Department: | Public Policy|Southampton (PPS) | | |
| Faculty: | Research and innovation Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| \*ERE category: | n/a | | |
| Posts responsible to: | Gareth Giles, Head of PPS; Director SMMI (Prof Damon Teagle) | | |
| Posts responsible for: | n/a | | |
| Post base: | Office-based/Non Office-based (see job hazard analysis) | | |

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| Job purpose |
| PPS’ mission is to ‘enhance the local, sub-national, national and international public policy impact of research conducted at the University of Southampton’.  This role will contribute to the successful delivery of this mission by delivering specialised policy engagement support to the large community of researchers who comprise the Southampton Marine and Maritime Institute (SMMI). It will enable members of the Institute to identify and engage with relevant policy makers in the UK and overseas to enhance the impact of research and activities. This role will:  act as a broker connecting policy audiences with relevant researchers from the Institute  be initially responsible to scoping existing connections with policy audiences held within the Institute and determining key partnerships to build or strengthen.  provide expert guidance on how to plan for policy impact in external applications for research funding and oversee deliver of policy engagement strategies for multiple funded research projects  seek to create opportunities for PhD placements and researcher secondments to relevant policy making bodies.  scope demand for specialised policy engagement capacity raising which may be provided internally or externally. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Act as link between the SMMI membership (and relevant researchers across the University) and policymakers and policy making bodies, most notably SMMI strategic partners (*e.g.* the Maritime and Coastguard Agency; the British Virgin Islands Government; the Cyprus Marine and Maritime Institute) | 25 % |
|  | To be responsible for provision of specialist policy advice to aid Principal Investigators in designing and delivering policy engagement activities in line with PPS practice | 25 % |
|  | To carry out detailed assessment and analysis of existing policy relevant relationships held by the institution and individual researchers, identifying opportunities and challenges to expansion, using specialist knowledge to identify and recommend appropriate solutions | 10 % |
|  | Provide expert guidance on how to plan for policy impact in external applications for research funding and oversee the delivery of policy engagement strategies for multiple funded research projects | 10% |
|  | Seek to create opportunities for PhD secondments and researcher secondments to relevant policy making bodies working with internal and external partners | 10% |
|  | To contribute to University-wide projects using specialist knowledge and/or lead short-term projects within own department | 5 % |
|  | To assist with organising workshops and meetings/visits, draft reports, deliver briefings and presentations, as required | 5 % |
|  | To attend internal and external meetings to ensure that departmental issues are appropriately represented and reported | 5 % |
|  | Any other duties as allocated by the line manager following consultation with the post holder | 5 % |

| Internal and external relationships |
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| Directors and core team of the Southampton Marine and Maritime Institute (SMMI)  Members of the SMMI  Members of PPS operational team  Members of the PPS Strategy Board  Wider Research Groups across the University’s Faculties  Wider Research and Innovation Services Department  Doctoral Training Partnerships and Colleges  Elected officials (including Ministerial) and senior civil servants including (but not exclusively) with DESNZ, DfT, DBT, Defra, DSIT, MCA, MAIB, JNCC, MMO, Natural England, National Parks, Cefas, Met Office, ONS  Local and regional government elected officials and officers including Southampton City Council and Hampshire County Council  UK Parliament, Senedd and Scottish Parliament, particularly POST, relevant Select Committees and All-Party-Parliamentary Groups  Think tanks, NGOs and other regional, national and international organisations such as IMO, UK Maritime Solent, the Solent Cluster  Networks of Policy Engagement Units (PEU) and individual PEUs in other Research Institutions  External research centres which University of Southampton academics are part of and their respective policy engagement/impact teams (if any) |

| Special Requirements |
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| Detailed understanding of the evidence to policy interface primarily in the UK context.  A good understanding of the ‘impact agenda’ in UK higher education sector.  A good understanding of working in an interdisciplinary environment.  Experience of engaging at a senior level within UK (or other) government. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification experience.  Sound understanding of the role of evidence in policy making in a UK context.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Strong externally facing orientation, including demonstrable negotiation skills with internal and external stakeholders.  Able to apply an awareness of principles and trends in a policy engagement space and an awareness of how this affects activities in the University. | Recent experience working in government (local or national), Public Affairs, Higher Education, advocacy, think tank or other non- governmental organisation. | Application/Interview |
| Planning and organising | Ability to take strategic view in a fast-moving and dynamic environment.  Strong organisational and project management skills and coordination of a number of stakeholders and simultaneous projects in sometimes complex relationships and to multiple deadlines.  Ability to lead projects, driving activity to completion while managing detail, and reporting on progress to date. | Experience of successful government/parliamentary stakeholder management | Application/Interview |
| Problem solving and initiative | Ability to develop understanding of long-standing and complex problems and to apply professional knowledge to them.  Ability to proactively respond to events to achieve goals.  Self-sufficient, able to demonstrate initiative, capable of target setting and monitoring, actively seeking information from internal or external sources as required.  Using specialist knowledge to identify and capitalise opportunities to enhance the impact of research conducted at the University. | Experience of working with researchers from a variety of disciplines | Application/Interview |
| Management and teamwork | Excellent personal profile, interpersonal skills, intellectual flexibility, a “can-do”/pro-active attitude, ability to command respect and credibility at Board level.  Credibility, experience and skills to represent the University with external agencies.  Ability to work as part of a team but with initiative to work independently to respond to changing environments and as required  Collegiality and commitment to mutual learning/sharing of experience and established external links with other members of PPS | Experience of working with senior civil servants | Application/Interview |
| Communicating and influencing | Excellent interpersonal skills and an ability to persuade, influence and collaborate with a wide range of people of different backgrounds and expertise, internally and externally.  Ability to successfully engage with individuals across departments and at different levels of seniority to achieve objectives.  Excellent and accurate writing skills with ability to present complex issues in a focused, succinct, professional and persuasive manner.  Excellent presentation and verbal skills, with ability to communicate at a variety of levels.  Able to provide accurate and timely specialist guidance on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation. |  | Application/Interview |
| Other skills and behaviours |  |  |  |
| Special requirements | A wide general knowledge and awareness of issues and themes relevant to a broad-based research-intensive University.  Willing to work unsocial hours from time to time. |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |