



Application pack

All Wales Programme Lead – Researcher Development

We are seeking an All Wales Programme Lead to establish an exciting new project. Funded by the Higher Education Funding Council for Wales (HEFCW), this is a unique opportunity to help increase the capacity of universities in Wales for partnerships, leadership and collaboration.

Through the project, we will build on our established national network of Early Career Researchers to deliver an impactful programme of events, support and networking activities. We will also establish cross-institutional mentorship and knowledge exchange initiatives for researchers at all career stages. We will enhance research partnerships in Wales by providing small grants for collaborative research, and will engage wider public audiences in understanding the value of research.

The Programme Lead 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 a range of new activities. They will maintain a strong working relationship with our funder, and will work with the Chief Executive to submit funding proposals for further activities. They will also ensure that the project complements and adds value to the existing activities of universities, and that it delivers on the Society's wider strategic goals. They will report to the Chief Executive and will be supported by a Project Officer.

This is an excellent opportunity to play your part in shaping the future of higher education and research in Wales.

Key facts about this role

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|-----------------------------|--|
| Salary | £32,000 – £37,000 depending on experience |
| Pension and benefits | 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. |
| Location | Hybrid working arrangement – we anticipate the post-holder dividing their work between our office in Cardiff and their home (details to be agreed with line manager). |
| Line manager | Chief Executive |
| Employment terms | Full-time, fixed-term position for 3 years from the date of appointment. We will consider proposals for job-sharing and for secondments or similar arrangements. |
| Hours | 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. |



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| Annual leave | 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'. |
| Travel | The job requires some travel within Wales and occasional overnight stays. Expenses will be reimbursed. |

Key duties

Project establishment and management

- Work with the Chief Executive to 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 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

Design and implement activities that will enhance partnerships and collaborations among universities in Wales. This includes:

- Building 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
- Establishing two pilot mentoring schemes for ECRs and mid-career/senior researchers
- Establishing the framework for a grant scheme to support cross-Wales collaboration on research
- Coordinating work to commission a review of Wales' performance in REF 2021 research impact
- Providing line management and support to a Project Officer to deliver project activities and events
- Working 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 | |
|--|--|------------|-----------|---|
| Knowledge and experience | 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 and/or the UK | ✓ | | |
| | 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 | | ✓ | |
| Skills, abilities and attitude | Strong ability to plan, organise and deliver objectives, keeping high-level goals in mind while paying attention to detail | ✓ | | |
| | Ability to gain and 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 | In English | ✓ | |
| | | In 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 be launched during the current academic year, and we are committed to funding this post for 3 years.

The first 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 Amanda Kirk (applications@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** (applications@lsw.wales.ac.uk) by **17.00 on 19 January 2022**.
- 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 **10.00 on 20 January**, 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 anticipate holding interviews during the week beginning 31 January or 7 February**. 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.