



UNIVERSITY OF
BATH



Project Manager

ParticipatoryResearch@Bath

February 2023

Introduction

Thank you for your interest in the role of Project Manager for the [ParticipatoryResearch@Bath](#) project. We are looking for someone to work with the University of Bath's Public Engagement Unit to deliver the next phase of this Research England funded project.

You will work with our team of public engagement professionals, researchers from across all University departments, professional services staff and communities outside the University, to foster a research culture that seeks to meaningfully involve citizens in research.

You do not have to have done this sort of work before. We are looking for someone with an organised and flexible approach to managing projects, someone who believes in the value of participation, and with the ability to interact with people in a manner that builds mutually beneficial relationships.

ParticipatoryResearch@Bath

The *ParticipatoryResearch@Bath* project is investigating what the culture of participatory research looks like at the University of Bath and is aiming to create and enhance the conditions that enable meaningful citizen involvement in research.

A culture change approach is being used to deliver this project and is being managed by the Public Engagement Unit, who have a decade's worth of experience and expertise in this type of work.

The project involves working with researchers and professional services staff at the University and local communities, to develop and deliver a programme of activities to create sustained and sustainable change towards participatory approaches to research. This will include activities such as running training and professional development opportunities, managing a funding scheme, convening and facilitating discussions with community groups and commissioning inquiry-based research activities. The full details of the approach and activities can be found in the [Phase Two ParticipatoryResearch@Bath Project Plan](#).

Findings from the initial investigatory scoping phase of the project (March to August 2022) can be found on the [ParticipatoryResearch@Bath webpage](#).

ParticipatoryResearch@Bath will run until July 2024 and is funded by the University of Bath's Research England's Participatory Research funding allocation.

About the Public Engagement Unit

The [Public Engagement Unit](#) has been working for the last 10 years to embed, foster and sustain a culture where public engagement with research is recognised, practised, and valued at the University of Bath.

As a central team of public engagement professionals, we work with researchers covering doctoral to professorial level and from across all Faculties and the School of Management, to support them to develop their own practice in engaging public groups with their research.

We manage several schemes that support colleagues to build their skills and expertise in public engagement with research. This includes; managing a number of engagement opportunities such as the [FUTURES Festival](#), running the annual [Engage Grants](#), offering

help, advice and guidance on research grant applications, organising the [Vice-Chancellor's Engage Awards](#) and hosting a variety of training workshops and professional development opportunities.

We believe public engagement with research enhances and enriches research and that working in a way that considers the broader societal context of their work, researchers will increase the likelihood of having real-world impact.

You can find out more about our work from this [Public Engagement Unit Overview document](#).

About you

To be successful in the role we're looking for people who possess the following attributes:

- Possess a positive and constructive attitude
- Self-motivated with a commitment to excellence in self and others
- Resilient under pressure
- Ability to think creatively with originality and insight
- Diplomatic, and willing and able to negotiate to achieve win-win / mutually desired outcomes in a timely manner
- Willingness to challenge the status quo in how things are done to develop and deliver activity that results in positive outcomes and based on stakeholder needs

If this sounds like you, we'd love to hear from you.

Job description

Job Title	Project Manager
Reports to	Deputy Head of Public Engagement
Accountable for	Freelance training providers, facilitators and public engagement professionals
Terms of contract	Part-time (18.25 hours/week) Fixed term for 17 months (March 2023 to July 2024)
Salary	£ 35,333 to £42,155 pro-rata – (£17,666 - £21,077)
Location	University of Bath and remote
Full terms of employment	bath.ac.uk/guides/terms-and-conditions-grades-6-9-excluding-academic-staff/

Overview

The *ParticipatoryResearch@Bath* Project Manager is responsible, with the Deputy Head of Public Engagement, for the management and delivery of the *ParticipatoryResearch@Bath* project. This postholder will manage and have oversight of a range of strategic, operational and brokerage activities to enhance and support a positive culture of participatory research at the University. This will include activities such as running training and professional development opportunities, managing a funding scheme, convening and facilitating discussions with community groups and commissioning inquiry-based research activities.

Key responsibilities

- Managing *ParticipatoryResearch@Bath*; having overall oversight and coordinating the work packages of activities that make up the project.
- Managing the project budget, running regular reports on current and projected spend.
- Identifying, procuring, commissioning, briefing and managing external training providers, facilitators and public engagement professionals to deliver activities.
- Managing several initiatives that seek to foster a positive attitude towards participatory research, (including, but not limited, to running funding calls, training workshops, and awards schemes) aimed at forging mutually beneficial links between the University and local communities.
- Convening and managing an advisory group of internal and external stakeholders to help shape the approach of the project.
- Developing and managing trust-based working relationships with colleagues across the University and advocating for participatory research.
- Providing input and expertise to relevant University projects / programmes to extend and enhance the sharing of good practice in participatory research across the University.
- Designing and delivering monitoring and evaluation mechanisms to capture evidence of *ParticipatoryResearch@Bath* work and impact across the range of activities.
- Creating written materials and presenting the project to different internal and external audiences in different formats that share learnings from the project. This could include presenting to and writing papers for University working groups and committees, creating blogs for public engagement professionals, writing formal project reports to funders, presenting at departmental seminars, sharing the project at community forums etc.

Person specification

Criteria	Essential	Desirable	Assessed by		
Qualifications			Application	Interview	Task
First degree or equivalent experience		X			
Experience/Knowledge					
Academic environment. Knowledge of academic research environments with an understanding of its systems and processes.	X		X		
Engagement practice. Experience of working with researchers to develop and deliver activities with / for diverse communities in a wide range of different settings. This could include but not limited to public, community, stakeholder and patient engagement.	X		X	X	
Citizen involvement. Knowledge and understanding of the ways citizens can be meaningfully involved in research and the benefits and issues of this work.	X		X	X	
Engaged research. Knowledge and understanding of the initiatives and approaches that involves people in and engages them with research. This could include but not limited to Public Engagement with Research, Public and Patient Involvement and Engagement, Participatory Research, Citizen Science, etc.	X		X	X	
Culture change. Experience of creating and delivering activities that aims to foster a change in a culture within research environments. This could include but is not limited to managing grant schemes, delivering training workshops, running award schemes, etc.	X		X	X	
People management. Experience of supporting and motivating staff within a clear HR structure and managing contractors and freelancers.		X			

Skills					
Project management skills. A knowledgeable, organised, and flexible approach to managing complex projects involving multiple stakeholders.	X				X
Finance skills. Experienced at creating, managing, and reporting on budgets and the ability to effectively manage financial compliance.		X			
Interpersonal skills. Skilled at building and managing relationships with a wide range of stakeholders external and internal to an organisation with an ability to interact in a manner that builds sustainable trust.	X			X	
Communication skills. Skilled at presenting complex information verbally and in writing to different audiences in different formats according to their needs.	X			X	
Influencing skills. Skilled at expressing ideas persuasively and actively listening to the needs of stakeholders internal and external to an organisation to work together to reach shared aims.	X		X	X	

How to Apply

Applications for this post is via the University of Bath Recruitment Portal

<https://www.bath.ac.uk/jobs/CH10302>

The process involves registering with the portal, entering your personal details, giving details of your education, employment history and two referees. As part of the application, you will also be asked to give details of how you meet the top six essential knowledge / experience and skills criteria.

Applications

We want everyone who believes they meet the person specification to feel comfortable and confident applying for it. It is our responsibility to make the application process accessible - if you require this pack or any further information that will support you applying in a different format or would like to apply in a different way, please email the Public Engagement Unit on public-engagement@bath.ac.uk.

All shortlisted applicants will be contacted. We will contact you by Thursday 9 March 2023. We are sorry that we are not able to offer individual feedback to applicants who are not shortlisted.

We want our interview process to be rigorous, open and friendly. We will send interviewees our questions and the names of the panel members in advance of the interview (a mix of staff from the Public Engagement Unit, University of Bath academics and an external organisation). If you have any access needs for the interview, we will meet them.

We will offer individual feedback to all unsuccessful candidates who made it through to the interview stage.

If you have any questions about the University or the Team, the role, the application process or the interviews, please contact us on public-engagement@bath.ac.uk to request an informal chat with Helen Featherstone, Head of Public Engagement or Dean Veall, Deputy Head of Public Engagement. Alternatively send us an email to sign up for a Zoom one-hour drop-in session on Wednesday 15 February at 11am.

Key dates

Application deadline: Sunday 26 February 2023, 11.59pm

Shortlisting complete: Thursday 9 March 2023

Interview date: w/b Monday 13 March 2023