



UNIVERSITY OF  
**BATH**



# Deputy Head of Public Engagement

Job pack (November 2024)

## Key information

<b>Job Title</b>	Deputy Head of Public Engagement
<b>Terms of contract</b>	Permanent and full-time (36.5 hours/week)
<b>Salary</b>	£37,999 to £45,163
<b>Location</b>	University of Bath premises and hybrid in line with the <a href="#">Bath Hybrid Model</a>
<b>Application deadline</b>	Sunday 15 December at 23:59

## Introduction

Thank you for your interest in the role of Deputy Head of Public Engagement.

The Deputy Head of Public Engagement will play an important role in helping deliver the Public Engagement Unit's work to advance and improve connections between University of Bath research and wider society.

The role manages a team of public engagement professionals and works with researchers, professional services staff and communities outside the University.

This document aims to give you a little more detail of the role, the Public Engagement Unit, what we'll be looking for in an applicant and the application process.

## About the role

### Role purpose

To manage the development, delivery and evaluation of activities to build and support practice and thinking around high-quality public involvement and engagement with research at the University of Bath.

### Role summary

As Deputy Head of Public Engagement, you will manage and deliver key strategic and brokerage work of the Public Engagement Unit. This includes managing capability building activities, overseeing a programme of public involvement and engagement opportunities, and fostering collaborative relationships internally and externally. You will also be responsible for the operations and communications work of the Public Engagement Unit by line managing staff, managing the core and project budgets and leading on communications activities.

The role supports the Head of Public Engagement to advance and improve connections between University of Bath research and wider society.

The work of the Public Engagement Unit contributes to the Research pillar of the [University strategy](#) by supporting high-quality, responsible engagement to ensure that our research is aligned closely with societal need whilst also contributing positively to community groups and other public contributors.

## About you

We are looking for someone:

- with practice-based experience of engagement and / or involvement work

- who can think and act practically as well as strategically to deliver our work and propose appropriate recommendations to improve the connections between research and wider society
- with an ability to foster a positive, caring and inclusive working environment
- with the ability to work independently but in a highly collaborative and consultative manner
- with an ability to build and maintain relationships through a process of active listening, compassion, understanding, and adaptability

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

- **Collaborative** – genuinely curious about people and their perspectives with an approach that is enabling, positive, open-minded, flexible, generous, and respectful.
- **Problem solving** – you can define and assess issues and use your experience, skills, and knowledge to work to creatively solve problems and generate new ideas.
- **Reflective** – you are comfortable with reflecting on situations and your own and others' actions and experiences to learn about issues and inform future work and thinking.
- **Strategic** – you can see how the work you do fits into the context of the 'bigger picture' and able to make sense of complexity and clarify it for others.

## About the Public Engagement Unit

Established in 2012, the Public Engagement Unit has been at the forefront of advancing the practice and thinking around public engagement with research at the University of Bath and across the wider higher education sector.

The Public Engagement Unit sits in Research & Innovation Services at the University of Bath. The Public Engagement Unit supports staff across all the University of Bath's three Faculties (Design and Engineering, Humanities and Social Science and Science) and the School of Management, and at all career stages, to meaningfully involve and engage people with their work.

We manage several schemes that support colleagues to build their skills and expertise in public involvement and engagement with research. This includes; managing a number of engagement opportunities such as the [FUTURES Festival](#), running the annual [Engage & Involve Grants](#), offering help, advice and guidance on research grant proposal, organising the [Vice-Chancellor's Engage Awards](#) and hosting a variety of training workshops and professional development opportunities.

In addition to this work, the Public Engagement Unit also leads on several externally funded cross-institution projects, most recently the Research England funded [ParticipatoryResearch@Bath](#) project, the UK Research and Innovation funded [FUTURES: A Festival of Discovery](#), and the Natural Environment Research Council funded [Inclusive Leadership for Public Engagement short training course](#).

For us high-quality public involvement and engagement with research allows people to discover, use, discuss, participate in and/or create research in ways that are meaningful for them.



## Job description

<b>Job Title</b>	Deputy Head of Public Engagement
<b>Reports to</b>	Head of Public Engagement
<b>Accountable for</b>	Public Engagement Officer (0.8 FTE) Project Manager (ParticipatoryResearch@Bath) (Fixed term 0.6FTE) Project Officer (ParticipatoryResearch@Bath) (Fixed term 0.6FTE) Public Engagement Assistant (Fixed term casual worker 0.4FTE)
<b>Terms of contract</b>	Permanent and full-time (36.5 hours/week)
<b>Salary</b>	£37,999 to £45,163
<b>Location</b>	University of Bath premises and hybrid in line with the <a href="#">Bath Hybrid Model</a>
<b>Full terms of employment</b>	<a href="https://bath.ac.uk/guides/terms-and-conditions-grades-6-9-excluding-academic-staff/">bath.ac.uk/guides/terms-and-conditions-grades-6-9-excluding-academic-staff/</a>

### Key responsibilities

Manage capacity and capability building programmes (40% of activity of workload or 2 day a week)

1. Manage, deliver, and evaluate a programme of activities and initiatives to build capacity and capability for public involvement in and engagement with research. The programme currently is made up of the Engage & Involve Grants, Vice-Chancellor's Engage Awards, drop-in surgeries, sharing practice events and a suite of skills training and resources.
2. Oversee and provide an ongoing help, advice, and guidance service to research staff and research enablers across the University of Bath drawing on the expertise of the Public Engagement Unit for a range of purposes for example during research grant proposal development.

Manage public engagement opportunities (15% of workload or 0.75 days a week)

3. Oversee, produce, and deliver a programme of public involvement and engagement opportunities. The programme currently includes a service of public involvement sessions and activities, the Minerva Lecture series, Images of Research, FUTURES Festival, the Festival of Social Science and the Festival of Nature.
4. Manage the delivery of activities and programmes that support people and groups, (such as community-based groups and civil society organisations), to engage meaningfully with University of Bath research.

Build and maintain strong and collaborative relationships (5% of workload or 0.25 days a week)

5. Foster relationships with research staff and research enablers across the University of Bath to advocate for public involvement in and engagement with research to enhance research excellence and potential research impact.
6. Sustain existing, and develop new, relationships with people and public groups (including community-based and civil society organisations) across Bath and North East Somerset.

#### Manage people, resource and operations (20% of workload or 1 day a week)

7. Manage the Public Engagement Unit's core, project-funded, and casual worker staff by carrying out work planning, regular 1-2-1s, reviews and personal development plans to meet the needs of the individual, support their welfare and wellbeing, and enable their professional development to support the effective delivery of the Public Engagement Unit's work.
8. Lead development of annual operational plans to deliver the Public Engagement Unit's strategy and strategic priorities.
9. Oversee operations to deliver the Public Engagement Unit's work promoting team collaboration and planning across all areas of work.
10. Manage the Public Engagement Unit's core and project budgets by analysing, interpreting, and monitoring financial data to ensure timely and effective use of resources.
11. Commission and manage external contractors and freelancers as required, including negotiating fees and procuring services in line with University of Bath processes.

#### Communications activities (10% of workload or 0.5 days a week)

12. Manage the communications activities for the Public Engagement Unit that shares opportunities and information relating to public involvement and engagement for internal audiences; and for peers across the sector who could learn from the work of the Public Engagement Unit practice. This currently includes:
  - leading the communications approach and strategy
  - managing the delivery of a range of communications activities such as the monthly Public Engagement Newsletter and campaigns associated with Public Engagement Unit initiatives
  - overseeing and managing the content of the Public Engagement Unit webpages
  - leading on content creation and managing contributions to the Public Engagement Unit blog

#### Evaluation and reporting (5% of workload or 0.25 days a week)

13. Manage the approach and systems to monitor and evaluate the Public Engagement Unit's work to demonstrate its impact across a range of activities and themes and produce reports and data as and when required.
14. Support the University of Bath's submissions to a range of reporting requirements including Higher Education Business and Community Interaction (HE-BCI) Survey, Knowledge Exchange Framework (KEF) and Research Excellence Framework (REF) 2029.

#### Grow and share expertise (5% of workload or 0.25 days a week)

15. Stay up to date on key public engagement with research policy and practice trends by maintaining active network of peers across and beyond the sector.

Occasionally you will be asked to deputise for the Head of Public Engagement when required.

You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance

## Person specification

Criteria	Essential	Assessed by		
Qualifications		Application	Interview	Task
<b>A level 6 qualification or above</b> – this can be either academic, professional or a combination of both e.g. degree, degree apprenticeship, graduate certificate, graduate diploma or Level 6 award, certificate, diploma or NVQ.	X	X		
Knowledge and understanding				
<b>Involvement and engagement practice</b> – practice-based knowledge and understanding of the full cycle of involvement and engagement work covering development, delivery and evaluation.	X	X	X	
<b>Equality, diversity, and inclusion</b> – understanding of the role structural inequalities in society and practice-based knowledge of promoting of inclusivity.	X	X	X	X
Skills and abilities				
<b>Communication</b> – able to listen, speak and write clearly.	X			X
<b>Digital</b> – able to use digital tools and platforms, e.g. Microsoft Office suite and website content management systems such as Wordpress.	X	X		
<b>Finance</b> – able to create, manage and report on budgets.	X			X
<b>People management</b> – able to support and motivate a productive staff team and foster a positive, caring, and inclusive working environment.	X	X	X	

<b>Project management</b> – a flexible and organised approach to defining, planning, delivering, and evaluating multiple and concurrent projects of varying scales and complexity.	X			X
<b>Relational</b> – able to build and maintain relationships with people at all levels from a wide range of backgrounds through processes of active listening, compassion, understanding and adaptability.	X	X	X	
<b>Personal attributes</b>				
<b>Collaborative</b> – genuinely curious about people and their perspectives with an approach that is enabling, positive, open-minded, flexible, generous, and respectful.	X	X	X	
<b>Problem solving</b> – you can define and assess issues and use your experience, skills and knowledge to work to creatively solve problems and generate new ideas.	X		X	
<b>Reflective</b> – you are comfortable with reflecting on situations and your own and others' actions and experiences to learn about issues and inform future work and thinking.	X		X	
<b>Strategic</b> – you can see how the work you do fits into the context of the 'bigger picture' and able to make sense of complexity and clarify it for others.	X	X		

## Application process

### How to apply

Applications for this role must be made via the University of Bath Recruitment Portal <https://www.bath.ac.uk/jobs/CC12247>

The process involves registering with the portal, entering your personal details, giving details of your education, employment history and two referees.

### Application questions

As part of the application, you will also be asked to answer five questions

Three of which are 'must-haves' for this role. These questions are:

1. Tell us about a time you have worked collaboratively with a group of people in the development, delivery and evaluation of an involvement or engagement piece of work.
2. Tell us about a time you've supported someone to succeed.
3. Tell us about a time when you've had to make a strategic decision about an opportunity you spotted or challenge you encountered independent of senior support.

There is an additional question about your digital skills:

4. Are you confident and capable using digital tools and platforms such as Microsoft Office suite, website content management systems such as Wordpress or digital communication tools such as Mailchimp? If so, please just list the tools and platforms you have used.

The last question is an optional opportunity to tell us more about you:

5. Is there anything else you'd like to tell us? This could be:
  - why you want to work at the University of Bath's Public Engagement Unit
  - some more about you or your interests
  - anything you didn't get a chance to say above that would tell us you're right for this role

Please note that we don't get to see any additional documents you upload (e.g. CV or cover letter) to the portal until we have assessed your responses to these questions.

### Access support

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](mailto:public-engagement@bath.ac.uk).



## Informal conversations

If you have any questions about the University or the Public Engagement Unit, the role, the application process or the interviews, Helen Featherstone, Head of Public Engagement or Dean Veall, Deputy Head of Public Engagement are available for 1-2-1 15 minute chats over Microsoft Teams on the following dates and times:

- Monday 2 December 2024 (10:00-13:00)
- Wednesday 11 December 2024 (14:00-16:00)

Please contact us on [public-engagement@bath.ac.uk](mailto:public-engagement@bath.ac.uk) with a preferred time and date from this list. If you are unable to make these dates please email us with 'Informal chat for Deputy Head of Public Engagement role' in the subject line and we can arrange an alternative time.

## Deadline

Deadline for applications is Sunday 15 December 2024 at 23:59

## Shortlisting

Shortlisted applicants will be contacted by Friday 20 December 2024.

## Interviews

We want our interview process to be rigorous, open and friendly.

We anticipate the interview date being Wednesday 8 January 2025.

In advance of the interview, shortlisted applicants will receive an interview pack detailing:

- interview questions
- the interview task
- names of the panel members (made up of staff from the Public Engagement Unit, University of Bath academics, and an external organisation)

We hope to make a final decision by Friday 10 January 2025 with successful applicants ideally starting in mid-April 2025 (earlier if notice period allows).

We will aim to let unsuccessful candidates know on a similar schedule though we cannot provide detailed feedback until the end of the recruitment process due to capacity.

## Key dates

**Application deadline:** Sunday 15 December 2024, 23.59

**Shortlisting complete and candidates notified:** by Friday 20 December 2024

**Interview date:** Wednesday 8 January 2025