



Job Title: Policy Fellow

Grade: 7

Salary: £39,105 to £45,163 per annum, pro-rata

Department: Institute for Policy

Hours/Contract: Part time (0.4 fte / 15 hours per week) fixed term contract from 01 April 2025 to 31 December 2026

Job Family: Teaching and Research

Reference: 11168

Role Purpose

Play a key role in helping the Institute for Policy (IfP) to support colleagues across the University of Leicester (UoL) in harnessing their research in ways that resonate with regional and national policy audiences. Working alongside the Institute Director and Manager, you will strengthen the capacity of the Institute for Policy to provide tailored policy impact guidance and to unlock change through the University's world-leading research.

Main Duties and Responsibilities

Supporting research:

- To work with researchers across different disciplines to identify areas of strength in relation to policy engagement.
- To support the development of a programme of Listening Events which connect policy makers with UoL research expertise on issues of regional and national interest.
- To contribute to the development of policy briefing papers across the IfP's Policy Hubs, which provide particular policy focus to leading research.

Supporting professional development:

- To signpost researchers to relevant training and wider opportunities to engage in work that supports their understanding of the policy domain.
- To support the delivery of a Policy Masterclass Series which brings together expertise from the IfP and leading researchers who have significant experience in policy impact to help upskill the wider UoL research community.
- To identify opportunities for UoL researchers to further their professional development throughout engagement with Parliamentary posts, committees and secondments

Supporting impact and knowledge exchange:

- To contribute to knowledge exchange events, blog posts and any other relevant opportunities to amplify the policy impact of UoL research.
- To support REF Impact Case Study pipeline authors with tailored guidance to develop their policy impact.
- To support wider activities which enhance the skills and experience of prospective impact case study authors engaging in policy domain.

Leadership and Citizenship:

- To maintain regular communication with Policy Hub leads.
- To proactively build networks and synergies across the institution.





- To work collaboratively and compassionately in representing the values of the Institute for Policy.

Internal and External Relationships

- To attend regular meetings with members of the IfP team.
- To engage with IfP Policy Hubs, the Public Affairs team and with Research Institutes/Centres across the University of Leicester for exchange of new ideas and information sharing.
- To engage with external stakeholders, including collaborators, professional bodies and third sector organisations.

Planning and Organising

- To effectively manage your time in undertaking relevant activities and delivering on the priorities of the IfP.
- To prioritise tasks within agreed work schedules.
- To plan for specific activities incorporating issues such as deadlines, project milestones, and overarching goals.
- To adapt daily and weekly plans to accommodate new developments and to be flexible to the evolving priorities of the IfP.

Qualifications, Knowledge and Experience

Essential

- First degree or equivalent professional qualification*
- Knowledge and experience of the policy landscape where research can play an active role in influencing evidence based change*
- Evidence of a contribution to externally reviewed written outputs, including peer-reviewed journal papers, policy reports or book chapters*
- Experience of delivering workshops for training, research or other professional development purposes.

Desirable

- PhD or higher qualification which demonstrates understanding of the research environment.
- Evidence of engaging with policy environments and key personnel.
- Evidence of your own research influencing policy.
- Experience of supporting and nurturing interdisciplinary research opportunities.
- Experience of communicating research to professional audiences through presentations, blog posts and/or through other activities.
- Experience of organising events.

Skills, Abilities and Competencies

Essential

- Excellent communication skills – written and verbal evidenced by the ability to communicate complex information
- Ability to work with internal and external stakeholders.





- Ability to demonstrate behaviours that are in accordance with the University values of being inclusive, inspiring and impactful.
- Proven written and interpersonal communication skills.

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

