



Job Title: Growth Hub Impact and Engagement Officer

Grade: 6

Salary: £33,002 per annum, pro-rata

Department: College of Business

Hours/Contract: Part-time (0.5 fte / 18.75 hours per week) fixed term contract from 01 September 2026 to 31 August 2027

Job Family: Management and Administration

Reference: 13484

Role Purpose

The Growth Hub Impact and Engagement Officer will work with the Growth Hub Director and Dean of Research and Enterprise and is responsible for working with colleagues to identify excellent research on the themes associated with responsible growth, working with colleagues to complete research translation templates, and rewriting and editing those into practitioner and policy outputs. The Growth Hub Impact and Engagement Officer will be responsible for translating research outputs in these ways. The Growth Hub Impact and Engagement Officer will work closely with the Growth Hub Director, Executive Chair of the Growth Hub and the Dean of Research and Enterprise.

Main Duties and Responsibilities

- Help with planning the general direction of research translations across Growth Hub themes and their alignment with Government priorities such as the Modern Industrial Strategy.
- Help identify promising articles and reach out to authors to develop a robust pipeline of research translations for future months.
- Develop research translation templates to facilitate the production of managerial, practitioner, and policy pieces.
- Lead on research translation efforts, supporting colleagues with template completion and transforming, editing, and rewriting those templates into draft articles and outputs.
- Working with authors on revisions of research translations.
- Planning the promotion of research translations and outputs, including writing headlines and teasers, writing social media posts, publicising, and disseminating.
- Manage the publications of these outputs through Leicester Research Archive.
- Participate in regular meetings with the Growth Hub leadership.
- Attend regional events and promote the work of the Growth Hub.
- Support the work of the wider team, department and the University, for example by assisting at Open Days or attending meetings on behalf of your line manager. Undertake other activities, as directed by the Operations Manager, or colleagues as appropriate.

Internal and External Relationships

- Close working relationship with the Communications and Engagement Team
- Close working relationship with the Studio and Digital Engagement Team
- Work in partnership with the Marketing Team to ensure strategies align to central brand
- Ensure insight from ERD and Planning is used to inform content production
- Work with College Leadership team where required
- Work with suppliers and external agencies where required





Planning and Organising

- Liaising with individuals and schools within ULSB, internally and externally, to ensure all deadlines and deliverables are met.
- Responsible for planning the majority of personal workload, prioritising activities and managing time effectively.
- A delivery-focused approach with the ability to balance conflicting deadlines and priorities.
- The ability to work under pressure.
- Project management skills.

Qualifications, Knowledge and Experience

Essential

- Educated to degree level or equivalent, or equivalent professional experience in a relevant field*
- Demonstrable experience of working in a communications, impact or engagement role*
- Relevant experience of developing and implementing communications plans and campaigns*
- Previous experience of working in a complex organisation

Desirable

- Knowledge of the HE sector
- Experience of working collaboratively with internal and external stakeholders, partners and client groups
- Editorial experience, or experience of contributing to corporate magazines and publications

Skills, Abilities and Competencies

Essential

- Exceptional verbal and written communication and presentation skills and the ability to turn complex subject matter into engaging copy
- Highly developed interpersonal skills including the ability to establish effective working relationships with colleagues, academic staff, students and others, both inside and outside the organisation
- Broad and thorough understanding of communications
- Good IT skills including Microsoft Office suite, design and editing software and social media
- Well organised, self-motivated, able to exercise initiative and prioritise workload independently while working as part of a team
- Ability to project manage, with excellent time management skills
- High level of discretion over sensitive and confidential issues
- Ability to work with and influence senior academics and managers

****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 encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

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

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

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 equality 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 equality, diversity and inclusion.

