

JOB DESCRIPTION

JOB DETAILS

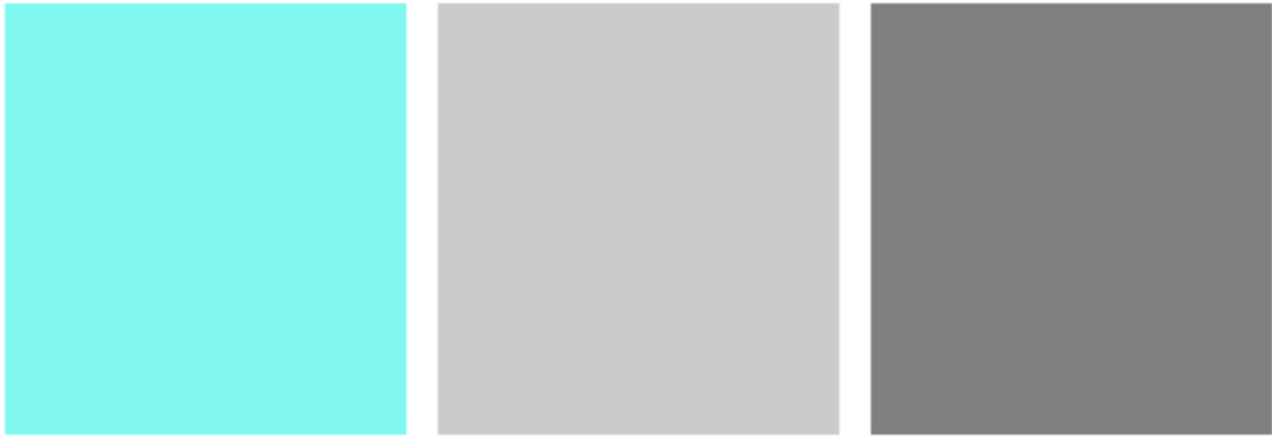
Job Title	Policy Engagement Manager
Team	Policy Unit in the Creative Industries Policy and Evidence Centre
Grade	3
Reports to	Head of Policy in the Creative Industries Policy and Evidence Centre

IN A NUTSHELL

The purpose of this role is to influence local and national policy makers, creative industry employers and sector bodies to adopt evidence-informed policies. The Policy Engagement Manager will also contribute to the development of policy recommendations and outputs for the creative industries and cultural sector.

The postholder is part of the Policy Unit in the Creative Industries Policy and Evidence Centre, which is funded by the Arts and Humanities Research Council and jointly hosted by the RSA and University of Newcastle. They will play a critical role in aligning the policy and research outputs of the Creative PEC with its wider engagement programmes. This role is located at the University of Newcastle with the Creative PEC research team and will also work remotely with London-based colleagues at the RSA and Creative PEC (where the rest of the Policy Unit is based).

Key to the role is the ability to think creatively about how new policy and research recommendations might be applied within the RSA's Creative Clusters work across the North of England and other regions, including by convening regional stakeholders and RSA Fellows using a range of engagement methods.



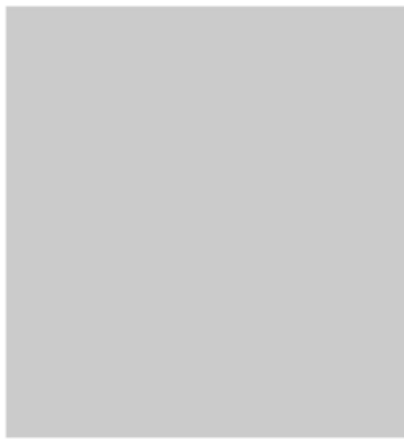
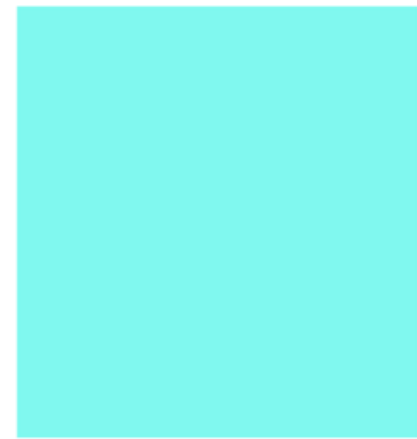
The post-holder should be a confident self-starter who is able to identify and initiate new opportunities to build influence with local, regional, and national authorities.

CONTEXT

- The Policy Engagement Manager is a new role, co-funded by the RSA and University of Newcastle. It sits within the Creative Industries Policy and Evidence Centre (Creative PEC) and aims to align the work of both partners to maximise the policy impact of the Creative PEC's outputs.
- The role reports to the Creative PEC's Head of Policy with a dashed line to the Head of Enterprise Design at the RSA.
- Based in Newcastle, this role straddles the 'twin hubs' of the Creative PEC – the Research Unit in Newcastle and the Policy Unit (where the Head of Policy is based) located at The RSA House.

SCOPE

- Has impact measures agreed between the Creative PEC and the RSA.
- Key RSA contacts: Tom Kenyon – Head of Enterprise Design.
- Key Creative PEC contacts: Bernard Hay – Head of Policy.



MAIN RESPONSIBILITIES

POLICY ENGAGEMENT AND INFLUENCE FOR NORTHERN CREATIVE CORRIDOR

1. Contribute to the RSA's Northern Creative Corridor programme with support from the RSA team, and leading the development of creative industries policy initiatives in the North of England that are aligned with the Creative PEC's priorities.
2. Develop cross-sector relationships in the North of England with creative industries sector bodies, employers, local policy makers and HE networks to develop innovative partnerships and policy experiments that will inform the development of the Northern Creative Corridor.
3. Maintain a strong relationship with the University of Newcastle's Creative Fuse North East network, collaborating with postholders to ensure coherence and impact between initiatives.
4. Work with RSA Public Events team to deliver public events in the North of England, and with the RSA North Manager to mobilise and engage the RSA Fellowship networks.

CO-ORDINATION BETWEEN THE PEC'S TWIN HUBS (UNIVERSITY OF NEWCASTLE AND THE RSA)

1. Act as primary point of contact between the RSA's programmatic, policy influencing and Fellowship work and the Creative PEC to identify areas of mutual benefit and amplify impact.
2. Work closely with colleagues in the Creative PEC, the RSA and external partners to identify and develop areas of impact on key local, regional and national agendas.
3. Work with the Creative PEC and the RSA's communication team to identify digital engagement opportunities, for instance through the organisation's website, social media and YouTube etc.



PROJECT MANAGEMENT OF NORTHERN POLICY INITIATIVES

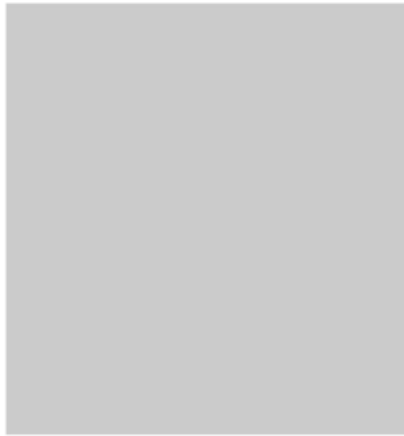
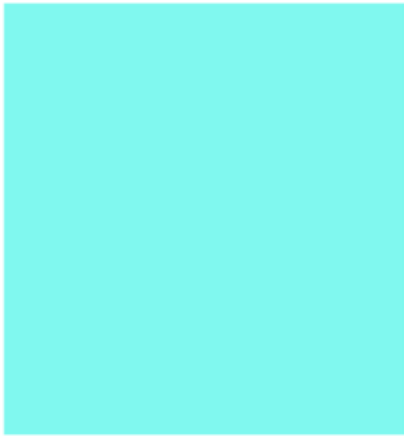
1. Maintain understanding and regular communication with PEC's Head of Policy and other PEC Senior Management Team members.
2. Effective coordination, resource management and workplan development for projects, including within the Northern Creative Corridor initiative.
3. Identify and commission external partners to support in the delivery of projects at the Creative PEC's Northern Hub in line with the Creative PEC's procurement policies.

OUTPUTS, COMMUNICATIONS AND EVENTS

1. Research and author high quality written policy outputs, including reports, briefings, case-study collections, and blogs.
2. Design and deliver public events, presentations, and roundtables to share the project's findings with a range of audiences.
3. Work with core partners to develop communication strategies for the Northern Creative Corridor initiative and other local and regional Creative PEC initiatives.

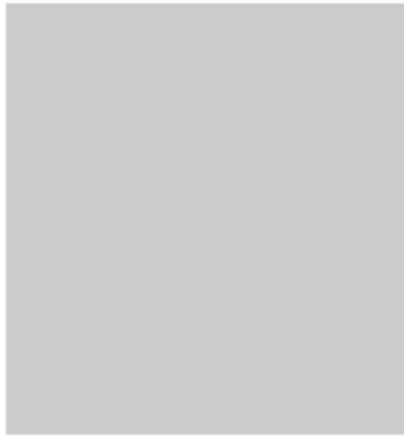
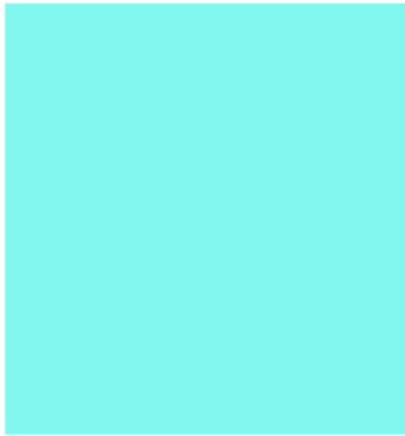
LEADERSHIP AND MANAGEMENT

1. Responsible for ensuring the RSA upholds its commitments to Diversity Equity and Inclusion, ensuring all of our people feel included at work and collectively we are creating the best 'One-RSA', conditions for cross-organisational collaboration.
2. As part of the cross-organisational leadership and management team, responsible for effective leadership and management of the whole staff team across the organisation.
3. Leads by example and role models collaborative, inclusive and impactful behaviour.
4. Enables impactful goals and strategic objectives to be achieved by embedding our values in everybody's work.
5. Champions, motivates, and leads continual professional development for team members, supporting employees to grow and build their skills and careers at the RSA. This includes



setting individual and team goals, performance management, recruitment and wellbeing and pastoral support.

6. Accountable for departmental budget management including expenditure and any income targets.
7. Accountable for ensuring the team's compliance with internal policies and processes at the same time as GDPR, PCI, Gift Aid, copyright and other relevant governance regulations as required.



PERSON SPECIFICATION

Essential qualifications	<ul style="list-style-type: none"> • Educated to degree level or recognised equivalent experience.
Essential knowledge	<ul style="list-style-type: none"> • Knowledge of a range of policy influencing approaches and mechanisms. • Knowledge of a range of qualitative and quantitative research methods. • Proven knowledge and interest in the creative industries and cultural sectors. • Proven knowledge and interest in skills policy, EDI, and sustainability preferred but not essential.
Essential experience	<ul style="list-style-type: none"> • Experience of building relationships and collaborating with a wide range of internal and external stakeholders, including policymakers and practitioners. • Experience of designing and delivering events, including workshops and roundtables. • Experience of communicating research and evidence to a range of stakeholders. • Substantial experience of partnership working, managing potentially conflicting institutional priorities. • Experience of working with complex data and communicating findings to non-specialist audiences.
Essential skills and abilities	<ul style="list-style-type: none"> • Ability to influence key external agencies and individuals to ensure strategic and operational alignment of activity. • Ability to think strategically for the development of campaigns and reaching different stakeholders. • Ability to work autonomously, demonstrating initiative, self-direction and motivation. • Delivery-focused with an ability to grasp concepts quickly and to work well under pressure.
Essential behaviours or qualities	<ul style="list-style-type: none"> • Ability to work flexibly when required. • Willingness to travel regionally and at times nationally. • Builds relationships with key players both internally and externally to gain support. • Uses a variety of influencing styles to suit the audience.
Desirable	<ul style="list-style-type: none"> • Direct experience of working in a creative sector or local policy. • Creates momentum for continuous innovation. • Is supportive of others during change.
Additional requirements	<ul style="list-style-type: none"> • NA

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time. The RSA endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.