

## **JOB DESCRIPTION**

### **JOB DETAILS**

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

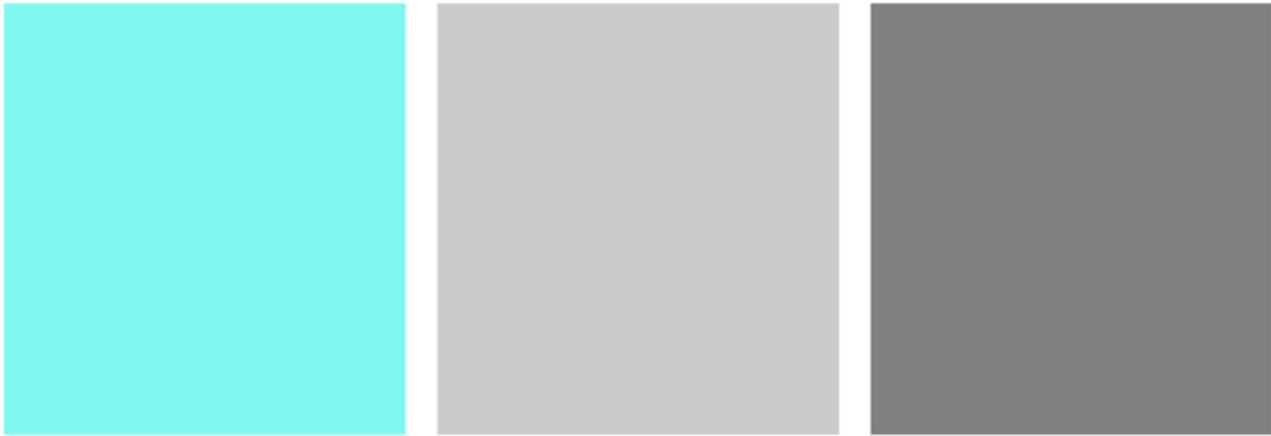
### **IN A NUTSHELL**

The purpose of this role is to influence local and national policy makers, creative industry employers and sector bodies to adopt evidence-informed policies and contribute to research outcomes for the benefit of the wider sector. The postholder will play a critical role in aligning in particular the local and regional policy, evidence and research outputs of the Creative Industries PEC and the policy engagement and impact programmes of the RSA. The Policy and Engagement Manager will be embedded within the Creative Industries PEC research team in the University of Newcastle.

Key to the role is the ability to think creatively about the application of policy and research recommendations within the RSA's ongoing Creative Clusters work across the North of England and other regions, to convene and work with regional stakeholders and RSA Fellows and to work with London-based colleagues in the RSA and Creative Industries PEC to build influence and reach within 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 partners to maximise the local and national 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 Places for Change at 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 RSA House.

## **SCOPE**

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

## **MAIN RESPONSIBILITIES**

### **POLICY ENGAGEMENT AND INFLUENCE FOR NORTHERN CREATIVE CORRIDOR**

1. Contribute to the RSA's Northern Creative Corridor programme, while leading development of policy initiatives and co-designing interventions which are aligned with the Creative PEC's priorities with support of the RSA team.
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 to inform and influence 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 in order to ensure coherence and impact between initiatives.
4. Work with RSA Public Events team to deliver the public events and working with the RSA North Manager to mobilise and engage our Fellowship networks.
5. Co-ordinate with RSA North Fellowship activities and Creative PEC-led policy and evidence work to influence RSA North Creative Network.



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

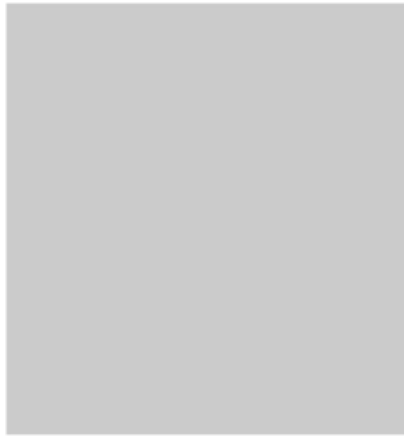
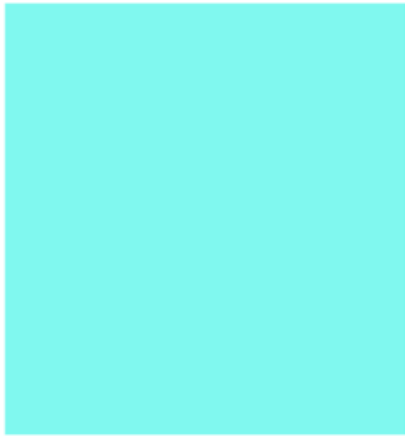
1. Act as primary point of contact between the RSA's programmatic, policy influencing and Fellowship work and the Creative PEC to identify areas of mutual benefit and amplify impact.
2. Work closely with the Creative PEC, RSA and external partners to identify and develop areas of impact on key local, regional and national agendas.
3. Identifying and developing Creative PEC engagement opportunities through RSA's (and other partner organisations') main channels - e.g. website, social media, YouTube etc.

## **PROJECT MANAGEMENT**

1. Effective coordination and resource management across all elements of the Northern Creative Corridor initiative including developing and delivering detailed workplans to ensure timelines and milestones are met.
2. Maintain understanding and regular communication with PEC's Head of Policy and other PEC Senior Management Team members.
3. Coordinating with RSA and partners to maximise impact of initiatives like the Northern Creative Production Corridor.
4. Identify and commission external partners to support in the delivery of projects at the Creative PEC's Northern Hub including the Northern Creative Production Corridor in line with the Creative PEC's procurement policies.

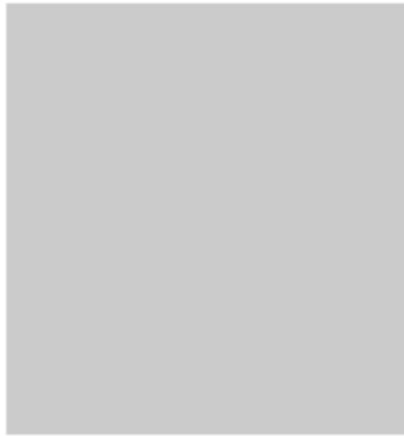
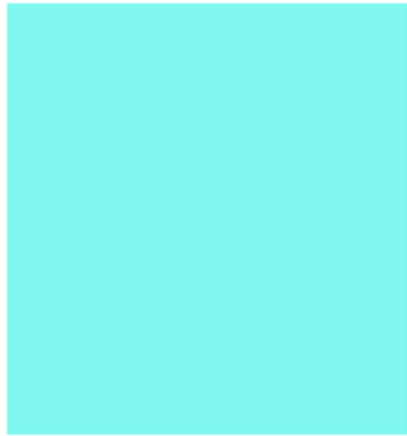
## **OUTPUTS, COMMUNICATIONS AND EVENTS**

1. Design, create and deliver high quality written outputs, including reports, policy 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. Define a communication strategy for the Northern Creative Production 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 (DEPT) 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"> <li>• Educated to degree level or recognised equivalent experience.</li> </ul>
Essential knowledge	<ul style="list-style-type: none"> <li>• Extensive knowledge and interest of creative industries.</li> <li>• Proven knowledge and interest in sustainability.</li> <li>• Proven knowledge and interest in skills development and EDI.</li> <li>• Knowledge of a range of qualitative and quantitative research methods.</li> <li>• Knowledge of a range of policy influencing approaches and mechanisms.</li> </ul>
Essential experience	<ul style="list-style-type: none"> <li>• Experience of building relationships and collaborating with a wide range of internal and external stakeholders, including policymakers and practitioners.</li> <li>• Experience of designing and delivering events, including workshops and roundtables.</li> <li>• Experience of communicating research and evidence to a range of stakeholders.</li> <li>• Substantial experience of partnership working, managing potentially conflicting institutional priorities.</li> <li>• Experience of analysing and evaluation complex data sets and communicating these to non-specialist audiences.</li> </ul>
Essential skills and abilities	<ul style="list-style-type: none"> <li>• Ability to influence key external agencies and individuals to ensure strategic and operational alignment of activity.</li> <li>• Ability to think strategically for development of campaigns and reaching different stakeholders.</li> <li>• Ability to work autonomously, demonstrating initiative, self-direction and motivation.</li> <li>• Delivery-focused with an ability to grasp concepts quickly and to work well under pressure.</li> </ul>
Essential behaviours or qualities	<ul style="list-style-type: none"> <li>• Ability to work flexibly when required.</li> <li>• Willingness to travel regionally and at times nationally.</li> <li>• Builds relationships with key players both internally and externally to gain support.</li> <li>• Uses a variety of influencing styles to suit the audience.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Direct experience of working in a creative sector.</li> <li>• Creates momentum for continuous innovation.</li> <li>• Is supportive of others during change.</li> </ul>
Additional requirements	<ul style="list-style-type: none"> <li>• NA</li> </ul>

**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.**