

Job Description**SRHE Research and Development Officer**

The Society for Research into Higher Education (SRHE) is an independent and financially self-supporting international learned Society. The Society's primary role is to improve the quality of higher education through facilitating knowledge exchange, provoking discourse and the publication of research. SRHE members are worldwide and the Society supports and sustains an international community of researchers.

Amongst its many activities the Society:

- Provides a broad range of opportunities for the presentation and dissemination of research and scholarship in the field, through its Network events and Conferences
- Encourages and supports those coming into the field of higher education studies, through for example its Newer Researcher Awards, Newer and Early Career Researchers Conference, and its Professional Development Programme of workshops.
- Funds and sustains a wide range of special interest networks supporting the work of scholars and researchers in the field of higher education studies
- Promotes the development and widening of research methodologies in the field, particularly by providing research funding via its SRHE Member Awards and Scoping Awards
- Manages an extensive portfolio of journals and monographs for the publication of research and scholarship (journals include *Studies in Higher Education Policy* *Reviews in Higher Education* and *Higher Education Quarterly*)
- Creates opportunities through which researchers in the field can engage with policy makers, practitioners within higher education and other potential interested parties so that policy and practices may be shaped by research (for example by responding to government consultation on key higher education issues such as the Research Excellence Framework (REF), the Teaching Excellence Framework (TEF), research funding and publishing issues etc.
- Contributes to developing research capacity in the field and stimulates new forms of research and inquiry into higher education as a field of study

The Research & Development Officer Role

The role, remit and reach of the Society has grown considerably in the past ten years and over the last five years especially there has been a major expansion in its programmes of engagement with research and researchers. In this period, the emergence of different and more varied means of communication and the use of many new technologies and media has demonstrated the need for the Society to develop greater capacity to make use of these opportunities and bring in new skills and experience to help us do this.

The newly created role of the Research & Development Officer has four primary objectives:

- To develop and deliver the Society's annual research conferences, the annual programme of special interest network seminars and professional development programmes for academic researchers
- To develop and sustain a range of communication tools and contacts for the Society, connecting us and our membership with key researchers and policy influencers internationally, making full use of social media and innovative IT approaches to support and extend our reach and impact.
- To undertake a wide range of investigative and research projects aimed at mapping the global higher education environment and identifying opportunities for the Society to contribute effectively in the global higher education discourse and development.
- To work with the Society Director, members of the SRHE team and academic colleagues in the Society in driving forward the Society's future plans and introducing, developing and delivering new initiatives and strategies, innovative programmes and wider forms of engagement aimed at connecting the Society directly within a global network of higher education research and researchers and establishing the Society as a major source of knowledge, expertise and advice on issues of policy and practice.

Over the next two years we aim to build on our international reach and impact across the global higher education sector and to develop a strategy to increase our engagement and activities. We also need to continue to strengthen our national presence especially in policy debates and discourse.

Qualifications, skills and experience

We are looking for a candidate who

- has experience of running academic events and conferences, including managing event marketing, submissions for presentation, the conference programme (including speakers), delegate bookings (including accommodation and catering arrangements), room and equipment hire, suppliers, sponsors, exhibitors and organising required auxiliary staff
- combines some knowledge of the higher education sector with strong data analysis and research skills
- can improve the design and functionality of our databases, identify and build links with key university contacts worldwide
- will develop new contacts within the higher education community nationally and internationally including inside government and with supporting administrations and agencies
- will keep abreast of all higher education policy initiatives worldwide to create policy briefing sessions for the Society's members and Networks

- can support the Society's engagement externally across the higher education community to promote and advocate the Society's purpose and values and increase our presence and influence
- has Postgraduate qualification including research skills
- has 2 or more years' experience in education or another relevant, related field

In terms of personal and professional qualities we are looking for someone who has:

- experience of relationship-building for impact ideally with some international element and/or some knowledge of higher education systems internationally
- experience of building, maintaining and nurturing networks;
- a demonstrably high degree of initiative, creativity, resilience, energy and enthusiasm;
- the ability to meet objectives in a fast-paced and changing environment;
- excellent prioritisation and organisational skills;
- demonstrable and strong interpersonal skills, including relationship-building and influencing internal and external contacts;
- the ability to adapt your own personal and professional style depending on the situation;
- the ability to write reports, proposals and planning documents ;
- good oral and written communication skills, including the ability present to a range of internal and external stakeholders; and strong analytical skills, including the ability to absorb and analyse multi-level data and information to identify issues and to prioritise actions.
- you will be culturally and politically aware; energetic and motivated, and with the ability to transmit this to team members.
- Personable, flexible and discreet; able to work as part of a small team

Remuneration, Terms and conditions

This is a full time position but we are prepared to consider flexible working time arrangements as appropriate

Salary range: £35,000 approx. subject to qualifications and experience.

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