



**Title: Postgraduate Research Ambassador Public and Community Engagement**

**Application Closing Date:** 5<sup>th</sup> July 2024

**Location:** Hartpury University, Gloucestershire.

**Contract Type:** Academic/Fixed Term (Sep-Jun, 10 months)

- 15 hours per week contributing to PCE projects remuneration of £1000 p/m
- Fully funded MSc (fees paid)

**Main Purpose of the Role:**

To work with the Research and Knowledge Exchange (RKE) team and Departments to positively contribute to, and support Hartpury University’s public and community engagement (PCE) work. This role will work with academics, marketing and industry partners to connect, share and involve the public and our specialist communities with Hartpury’s RKE work locally, nationally and internationally.

**Main Duties & Responsibilities:**

<b>Research or Equivalent Scholarly Activity</b>	
1.	Support RKE team and departmental public and community engagement activity, which could include (but is not limited to) data collection, data analysis, reviewing literature, supporting ethical review, project planning / management, event management, marketing and media activities, and producing summary reports.
2.	Engage in scholarly activity and staff development as identified to update knowledge.
3.	Support institutional, staff and student PCE projects, activities and events, where appropriate.
<b>Student Experience</b>	
4.	Support the development of graduate attributes in students, including a focus on employability and engagement with industry.
5.	Contribute to department RKE meetings as required.
<b>Management and Administration</b>	
6.	Keep accurate, up-to-date records on assigned project tasks and provide information as required.
7.	Ensure all relevant ethical and quality assurance standards, Hartpury policies and procedures are adhered to.
8.	Support Department staff in co-ordinating PCE activities as appropriate.
9.	Work professionally within the University infrastructure to support co-ordination of equipment and facilities for PCE.
10.	Have an awareness of and compliance with professional accrediting bodies where appropriate.

11.	Participate in initiatives/events to the benefit of Hartpury e.g. marketing events, outreach activities, recruitment, where appropriate.
12.	Support the administration and delivery of PCE events and activities, where appropriate

The role will likely encompass all of the above, but the balance of duties and responsibilities will be determined in discussion with the post holder's line manager.

### **Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

### **Safeguarding**

Hartpury amiliariz that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to amiliar risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for amiliarizing yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

### **Equality, Diversity and Inclusivity**

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

### **Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in accordance with Hartpury's Health and Safety Policies and Procedures.

### PERSON SPECIFICATION

Requirements	Essential	Desirable	How Tested? (AF / IV / Other)
<b>Qualifications/Training</b>			
A willingness to complete relevant identified staff development / induction.	P		AF/IV
Undergraduate qualification in relevant subject area, and accepted to study on a postgraduate taught programme at Hartpury University during the time of this post	P		AF/IV
Relevant professional qualification (if appropriate)		P	AF/IV
History of engagement in PCE activities		P	AF/IV
<b>Experience/Key Skills</b>			
Willingness to undertake further training/qualifications, if appropriate	P		AF/IV
Commitment to supporting high quality research and understanding of the importance of ethical research practices	P		AF/IV
Interest in an area of study that aligns with the subject area	P		AF/IV
Good written and verbal communication skills	P		AF/IV
Rigorous approach to data collection and handling	P		AF/IV
Familiarity with data collection methods that could be applied to the relevant subject area		P	AF/IV
An awareness of safeguarding, wellbeing and safety and its importance in a University environment	P		AF/IV
<b>Behavioural Competencies</b>			
<b>Excellence</b> With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	ü		AF/IV
<b>Champion Change</b> With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	ü		AF/IV
<b>Responsibility</b> We take ownership of our work and use our initiative to deliver. We are accountable for	ü		AF/IV

our own performance and development, and we take responsibility for our actions and decisions.			
<b>Working Together</b> We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	ü		AF/IV
<b>Trust and Respect</b> We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	ü		AF/IV

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to the Hartpury.

For more information and for an initial discussion please contact: Prof. Jane Williams: [jane.williams@hartpury.ac.uk](mailto:jane.williams@hartpury.ac.uk) or RKE Administrator: [RKE.Administrator@hartpury.ac.uk](mailto:RKE.Administrator@hartpury.ac.uk)

**Candidates should also be aware of the following:**

The normal expectation is that applicants will hold at least a 2:1 Undergraduate qualification from a UK university or a degree of comparable standing from a university outside the UK. The candidate's degree relevant to the studentship should demonstrate their potential for practice-led research or alternative evidence of research aptitude.

Applicants whose first language is not English require a recognized English language qualification. The minimum entry requirement is GCSE English at grade C or above or IELTS score 7.0 or TOEFL score 600 (or demonstrable equivalent).

**Applying for a Master's studentship**

To apply you must send the following documents to [RKE.Administrator@hartpury.ac.uk](mailto:RKE.Administrator@hartpury.ac.uk)

- A curriculum vitae (maximum 3 pages)
- A covering letter outlining your suitability for the studentship
- If English is not your first language, certification of English language qualification

Applications that do not arrive by Midnight (UK time) on 5<sup>th</sup> July 2024 will not be considered.

If your application is selected, you will be invited for an interview on 15<sup>th</sup> July 2024. All applicants must ensure their availability on this date.

Key Dates:

- 5<sup>th</sup> July 2024: Deadline for submission of applications
- 10<sup>th</sup> July 2024: Interview invitations sent to shortlisted candidates\*
- 15<sup>th</sup> July 2024: Interviews at Hartpury\*
- 31<sup>st</sup> July 2024: Deadline for accepting studentship
- September 2024: Studentship begins

\*Please note that by submitting an application you are confirming your availability to attend an interview on Monday the 15<sup>th</sup> July 2024.

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**

Hartpury values a diverse workforce and welcomes applications from all sections of the community.

