

Job Description



Job Title:	Research Officer – Design Policy
Post Number:	NP752XX
Department	PDR
Location:	Llandaff
Grade:	6AB
Salary:	£33,518 - £37,706 per annum
Tenure:	Fixed Term AHRC project Design Action
Hours	37 hours per week
Accountable to:	Head of Design Policy & International Projects
Accountable for:	Not applicable

About PDR

The International Design and Research Centre (PDR) is a unit within Cardiff Metropolitan University that undertakes enterprise, research and knowledge exchange activities with and on behalf of industry and government. PDR has 8 core groups of activity:

USER-CENTRED DESIGN
NEW PRODUCT DEVELOPMENT
SERVICE DESIGN
SURGICAL & PROSTHETIC DESIGN
PROTOTYPE & MANUFACTURE
ECODESIGN
DESIGN MANAGEMENT
DESIGN & INNOVATION POLICY

As a key enabler of innovation for both the private and public sectors the activities of PDR align strongly with and have influenced the development of Welsh, UK and European government policy; frequently leading to success in funding applications.

The 'Design Policy' team is active in developing, leading and evaluating commercial, research and large-scale knowledge exchange activities. The successful candidate will be responsible for supporting these activities as well as the implementation of the project 'Developing an Action Plan for the Strategic Use of Design in the UK'. This project is funded by the Arts and Humanities Research Council (AHRC) and is led by Manchester Metropolitan University.

Role Summary, Principal Duties and Responsibilities:

1. To lead and deliver research and knowledge exchange activities in relation to Design Policy, in particular undertaking this research in order to support the UK Design Action Plan project.
2. To lead the production of a wide variety of research publications, primarily conference and journal publications, but also other publications (e.g. case studies, policy booklets and bulletins) to promote the UK Design Action Plan to policy-makers and stakeholders across the UK.
3. Effectively manage any issues which may affect the achievement of the Design Action Plan and other PDR Design Policy related research objectives. This includes contributing to the effective management of the Design Policy research portfolio by contributing to departmental initiatives as well as ensuring that PDR design policy research and wider activities are informed by emerging good practice.
4. To development new networks and support the maintenance of our network of national and international contacts in relation to design and policy and to explore opportunities to collaborate.
5. To develop commercial, research and knowledge exchange activities in the subject areas of design policy, design support and design for policy-making – including the publication of articles in appropriate international journals and the delivery of research findings at relevant international conferences and events.
6. To support our identification and application for potential research funding related to design policy.
7. Where appropriate, support the integration/application of UCD Research into the wider activities of PDR.

The successful candidate should demonstrate research experience in design policy or in a related field. They will become a lead point of contact for Design Policy related projects. This is likely to include the development and

management of relationships with organisations such as the Design Council, Welsh Government, European Commission and other UK innovation and research funding organisations.

We expect the successful candidate to be proactive in seeking out, developing and managing links and collaborative projects with key stakeholders in relation to Design Policy; including those from industry, academia, governments, and intermediary organisations. To proactively seek out and track funding streams relevant to Design Policy and to partake in new project development activities such as writing proposals and grants. To ensure the timely, effective and consistent delivery of projects and related research outputs through excellent project management skills and Design Policy project delivery expertise.

The successful candidate will be required to develop future programmes and support the future direction of the Design Policy Group by proactively seeking out and monitoring potential funding streams and external partnerships relevant to Design Policy in order to support and lead the drafting of new project proposals. To provide technical expertise and guidance related to Design Policy for commercial and research project delivery, and to develop, design and manage research projects employing a variety of methodologies.

Further, the candidate will need to respond, when appropriate, to external and internal research enquiries in relation to Design Policy from colleagues, government departments, academics, local councils, regional development agencies and members of the public, and to keep up to date with developments in those areas which are relevant to the UCD Group.

Additional Information:

PDR is a stand-alone Unit within Cardiff Metropolitan University that that works alongside the five academic schools and other units.

PDR is managed by a Board that includes – from PDR; the Operations Director, Commercial Director, Research Director, Finance Manager and from the wider institution; Pro-Vice Chancellor (Research), Finance Director, Head of Enterprise and Finance Manager.

Standard Notification

These guidelines are provided to assist you in the performance of your contract. The university is a dynamic organisation; therefore changes may be required from time to time. Any changes will be made in consultation with the post-holder. The Summary of Duties and Responsibilities is not intended to be an exhaustive list of tasks performed. Other associated technical tasks are likely to be performed as directed by the line manager.

It is accepted that individual staff will have a specialist skills and knowledge base in relation to the role they have been appointed to. In addition to this, Cardiff Metropolitan University expects that all staff will conduct themselves in a professional and courteous manner at all times and have particular regard for their responsibilities under Cardiff

Metropolitan University's Equalities, Financial, Environmental and Sustainability, Human Resources and Health and Safety policies and procedures.



Person Specification

Post: Research Officer – Design Policy

Unit/School: PDR

***Key**

A - Application form

I - Interview

T/P - Test/Presentation

FACTORS	ESSENTIAL AND DESIRABLE CRITERIA	ASSESSED BY		
		A*	I*	T/P*
Education & Qualifications (Essential)	Doctoral qualification on subjects related to design or a related discipline, economics or politics; or, equivalent experienced (evidenced through peer reviewed publications and/or research funding)	X	X	
Education & Qualifications (Desirable)				
Knowledge (Essential)	Knowledge of design and/or innovation policy.	X	X	X
	Knowledge of key design or policy-related networks.	X	X	X
	Knowledge of EU / UK funding landscape.	X	X	X
	Confident and experienced user of IT packages including spreadsheets, databases and word processing.	X	X	X
Knowledge (Desirable)	Knowledge of policy development, implementation and evaluation processes.	X		

<p>Skills and Abilities (Essential)</p>	<p>Self-motivated with organisational skills to plan and undertake their own programme of work.</p> <p>Good interpersonal skills to establish and maintain relationships with colleagues and external organisations.</p> <p>Ability to work as a member of a multidisciplinary team.</p> <p>Well-developed written and verbal communication skills – able to produce written research articles/papers and make verbal presentations of research work to UK and international audiences.</p> <p>Ability to communicate confidently with stakeholders</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p></p> <p>X</p> <p></p> <p></p>	<p></p> <p></p> <p></p> <p>X</p> <p></p>
<p>Skills and Abilities (Desirable)</p>				
<p>Experience paid / unpaid (Essential)</p>	<p>A proven track-record of the delivery of research publications and/or conference presentations related to design, innovation or policy.</p> <p>A proven track-record of undertaking research related to design, innovation or policy.</p> <p>Experience of drafting research journal articles or conference papers</p> <p>Experience of working within a project team</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p> <p></p>
<p>Experience paid / unpaid (Desirable)</p>	<p>Experience of working as part of an international network or projected related to design/innovation.</p> <p>Experience of coordinating events.</p> <p>Experience of writing funding bids/applications.</p>	<p>X</p> <p>X</p> <p>X</p>		
<p>Other Requirements (Essential)</p>	<p>Ability to travel within the UK and internationally.</p> <p>Flexible in working hours.</p>	<p>X</p> <p>X</p>		

Other Requirements (Desirable)	Knowledge of a second European language.	X		
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