



**institute of
development
studies**

**IDS Head of
Knowledge
Impact and Policy**



Delivering world-class research, learning and teaching that transforms the knowledge, action and leadership needed for more equitable and sustainable development globally.

Further particulars

Head of Knowledge Impact and Policy

Job Description – Ref 10-2021

Job Title:	Head of Knowledge Impact and Policy
Responsible to:	Director of Communications and Impact
Salary:	£46,418 – £57,697 subject to skills and experience
Hours:	Full time, 35 hours per week.

Who we are

The Institute of Development Studies (IDS) delivers world-class research, learning and teaching that transforms the knowledge, action and leadership needed for more equitable and sustainable development globally.

Our vision

We want a more equitable and sustainable world, where people everywhere can live their lives free from poverty and injustice.

What we do

Through equitable and sustainable partnerships, we work with governments, philanthropic foundations, non-governmental organisations, academics, and civil society to transform approaches to progressive social, political and economic change in ways that ultimately make a difference to people's lives.

We have helped foster innovative new partnerships that have generated millions of dollars in additional tax revenues in Africa that can be reinvested in countries' national development. We have worked to provide solutions to environmental problems that build on local people's knowledge and practices. We have highlighted the role of local communities in bringing an end to deadly epidemics like the Ebola virus. We have nurtured hundreds of exceptional development leaders and champions including political leaders, country Ambassadors and government officials, civil society leaders and entrepreneurs.

Our reputation for research and international outlook is second to none and reflected in our performance in the latest QS World University Rankings where we are ranked first in the world for development studies, together with the University of Sussex. We are also ranked as the number one international development think-tank by the 2020 Global Go To Think Tank Index Report.

For more information go to: www.ids.ac.uk

Head of Knowledge Impact and Policy

The overall purpose of this role is to help shape IDS' approach to strengthening the linkages between evidence, policy and practice in order to promote a more equitable and sustainable world. The post-holder will work closely with the Director of Communications and Impact to innovate in this area and extend our knowledge of how social science can contribute to equitable economic and social change.

They will lead a dynamic group of knowledge professionals and communications specialists based in the Knowledge Impact and Policy Cluster (KIP) and alongside our Communications and Engagement Team and Fundraising and Development Office, secure, develop and deliver a portfolio of knowledge, learning and impact orientated projects that strengthen our partners' organisational/programme effectiveness and maximise the impact of IDS led research and policy work.

The postholder reports directly to the Director of Communications and Impact and will work closely with IDS' other cluster leaders and the Strategic Communications Group to identify synergies and learning opportunities relating to the brokering of knowledge, policy engagement and the promotion of citizen voice.

Knowledge Impact and Policy Cluster (KIP)

The postholder leads a dynamic group of managers focused on Impact Evaluation, Digital Knowledge Management, Publications, Communications and Policy Advice. The Head of KIP is responsible for ensuring the Cluster generates its £2 million income target each year and for identifying new business.

KIP supports both IDS and our international partners in universities, think tanks, donors, INGOs, governments, and development agencies, to broker research evidence more effectively and improve its use in policy processes, programming and learning. Our international programmes are making a real difference to the uptake and use of research in responding to the Covid-19 pandemic, addressing food insecurity, poverty, social exclusion, and climate justice.

The Cluster provides strategic support to over 70 projects, curating and sharing knowledge, building global networks of researchers, and strengthening their engagement with research users. IDS is working with partners in Africa, South Asia, China, Latin America, and Europe to develop innovative research communications products and support learning around how to get research into action. The KIP Cluster also coordinates IDS' own scholarly publishing programme and research data management, overseeing the publication of IDS' in-house open access journal (the IDS Bulletin) and the production and online curation of hundreds of research reports, policy briefings, working papers and online resources every year.

Main Duties and Responsibilities

Experience, skills and knowledge:

40% Leadership of the Knowledge Impact and Policy Cluster

- Provide strategic leadership and direction to the Cluster (approximately 20 staff), setting priorities that clearly contribute to the IDS' vision, mission, and financial targets.
- Line-manage the KIP Cluster management group (4 managers/teams).
- Champion strengthened knowledge exchange, impact, and organisational learning within IDS – at a project, programme and Institute level, working across the Institute's research clusters and centres.
- Project-manage a portfolio of specific contracts, ensuring they are delivered effectively within agreed timeframes, to the agreed quality and within budget.
- Provide technical assistance and strategic support to IDS projects focused on knowledge exchange and learning.
- Lead donor reporting, project evaluations, and learning processes.
- Support Cluster managers to manage their own groups of staff and key technical areas.

30% Strategic leadership and learning

- Working closely with the Head of Communications, provide strategic and technical support to IDS' utilisation of digital communications technologies, policy advocacy, and audience engagement.
- Contribute to IDS' overall approach to knowledge exchange, research communications, and policy engagement and help position the Institute externally as a thought and technical leader in these areas.
- Engage in relevant national and international fora and networks to capture and share learning and identify new strategic opportunities for the Institute.
- Keep abreast of latest thinking and technology in the areas of open access scholarly publishing, knowledge exchange, evidence into use, and research communications.
- Write or co-write papers, analysis, and blogs on knowledge exchange and research impact theory and practice.
- Work closely with the Head of Communications and the Strategic Communications Group to identify opportunities for cross-Institute learning and innovation around research communications and policy engagement.

15% Fundraising and growing new business

- Maintain a strategic overview of the funding horizon, respond to funding calls and co-produce bids and concepts notes with IDS research staff and partners.
- Develop projects and funding proposals and conduct contract negotiations as required.

- Support Cluster members, IDS researchers and professional staff to identify new funding opportunities and to develop new funding proposals.
- Work closely with the Fundraising and Development Office (FDO) and Communications and Engagement Team (CET) to identify partnership opportunities and develop new fundraising propositions.

15% Financial management

- Manage project budgets in adherence to IDS financial procedures.
- Maintain a strategic overview of the Cluster's funding position, ensuring that an accurate picture of current and future funding levels is maintained.
- Maintain up-to-date information on the funding pipeline and highlight any concerns to the Director of Communications and Impact.
- Support all necessary due diligence and financial controls.

Requirement	Essential	Desirable	Assessment
Qualifications	Educated to degree level.	Post-graduate degree or professional qualification relevant to policy research.	Application
Knowledge	<p>Excellent understanding of knowledge translation/exchange and evidence into use theory and practice.</p> <p>A good understanding of research data management and open access publishing.</p> <p>Familiarity with academic publishing and research knowledge products.</p> <p>Understanding of monitoring and impact evaluation principles and practice.</p> <p>Good knowledge of international development sector/issues.</p> <p>Good understanding of project and programme management approaches.</p>	<p>Familiarity with digital communications and knowledge-sharing approaches.</p> <p>Some technical understanding of knowledge platforms and research repositories.</p>	Application, Interview

<p>Skills</p>	<p>Excellent interpersonal and influencing skills, including the ability to liaise and communicate with colleagues, at all levels of seniority and across cultures and geographies.</p> <p>Proven leadership and strategic planning and monitoring, evaluation and learning skills.</p> <p>Excellent project management skills including financial management.</p> <p>Partnership building – business growing skills with strong track record of generating new sources of income.</p>	<p>Language skills – particularly French, Spanish and/or Portuguese.</p>	<p>Application, Interview</p>
<p>Experience</p>	<p>Experience of supporting research generation, knowledge exchange, policy engagement and research use.</p> <p>Experience of supporting innovations in monitoring and evaluating impact and supporting organisational learning.</p> <p>Experience of managing and motivating multi-disciplinary teams and helping them meet financial targets.</p> <p>Experience of managing multi-stakeholder programmes and consortiums and portfolios of projects.</p> <p>Success at fundraising and project proposal development for a variety of different funders.</p>	<p>Experience of leading policy and research strategy in a development context.</p>	<p>Application, Interview</p>

Attributes	<p>A natural team/departmental leader with ability to support and inspire others.</p> <p>An excellent networker, fundraiser, and coordinator, with the ability to make links between issues and organisations, build relationships with people at senior levels and grow new business across diverse cultures and geographies.</p> <p>Excellent client-orientated skills for managing partner relationships.</p> <p>A commitment to learning, reflection, and flexibility in work.</p> <p>A highly organised approach, including the ability to prioritise multiple tasks, cope with tight deadlines and work effectively under pressure.</p>		Application, Interview
Health/other	This post will involve travel on a regular basis within the UK, and some internationally.		Application, interview, Occupational Health Assessment

Further information

IDS is committed to eliminating discrimination, and to embedding and supporting equality, diversity and inclusion among our workforce, in our work and in all our activities. We welcome applications from all sections of the community, irrespective of background, belief or identity and particularly encourage applications from groups which are underrepresented in our workforce. This includes people from Black, Asian and Ethnic Minority backgrounds.

IDS is a sponsoring organisation. We will therefore fund and support the visa applications of those who are successfully recruited if the job meets the UK Visa & Immigration requirements. IDS will also cover the cost of the health surcharge. Please refer to the UK Visa and Immigration guidelines for further information.

Benefits of working at IDS

There are a number of additional factors that make working here a very positive experience. These include:

- A competitive incremental pay structure
- 24 days annual leave plus eight bank holidays and six additional set closure days at Christmas and Easter (38 days per year)
- A commitment to supporting the learning and development of all our staff - both personally and professionally
- A family friendly environment with: excellent maternity benefits; childcare vouchers; campus based nursery; maternity support, parental and adoption leave
- A commitment to flexible working: available to all staff and includes part time and home working options, career break scheme and leave of absence arrangements
- Occupational Health specialists
- An Employee Assistance Programme (EAP). This offers free, confidential assistance with work, financial, legal, family and personal problems. 24 hours a day, 365 days a year over the telephone or online.
- Occupational sick pay
- A campus based sports centre and fully equipped gym offering a range of exercise classes and massage therapies
- Supported travel options and incentives such as season ticket and bicycle loans plus excellent transport links
- A number of refreshment facilities and shops across campus, plus our own IDS restaurant and bar
- A beautiful setting in the Sussex Downs.

Closing date: 15 August 2021

Interview date: 30 August 2021



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Cover image: In the long, narrow Terai Arc landscape, which spans nearly 20,000 square miles of southern Nepal and northern India, women are increasingly becoming guardians of the environment on which they rely for food, water and shelter. ©James Morgan

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