



UNIVERSITY of  
**BRADFORD**



## **Job Description and Person Specification**

**Y-PERN (Yorkshire and Humber Policy and  
Engagement Research Network) Policy Fellow**

**School of Management**

Job Title:	Y-PERN Policy Fellow (1 year fixed term)
Grade:	7
Vacancy Reference:	Tbc
Faculty / Directorate:	Faculty of Management Law and Social Science
Service / Department:	School of Management
Location:	Main Campus
Reports to:	Professor David Spicer
Responsible for:	
Special Requirements:	

## Main Purpose

Yorkshire & Humber Policy Engagement and Research Network (Y-PERN) Policy Fellow,

Funded by the Research England Development (RED) Fund, Y-PERN is a novel network-based approach to inclusive and place-based academic policy engagement and research. The academic coordination of Y-PERN is led by Leeds University Business School, working closely with the University's Research and Innovation Service, and Yorkshire Universities, a regional partnership of 12 Higher Education Institutions including the University of Bradford.

By enhancing the effectiveness of inclusive regional policy and strategy, Y-PERN will play a critical role in fulfilling the commitment made in a Regional Memorandum of Understanding between Yorkshire Universities and Yorkshire & Humber Councils (comprising of 15 Local Authorities and 2 Mayoral Combined Authorities) to work together on supporting the region's growth and long-term development.

Y-PERN Policy Fellows are impact-focused academic positions working across Y-PERN partner institutions and policy organisations, reflecting the increasing importance of the impact agenda in academia. They form a bridge between academia and the policy world with the aim of enhancing the contribution of academic research to support evidence-based policymaking across the region.

As the Bradford Y-PERN Policy Fellow you will coordinate and deliver the University of Bradford's work within and across the network. You will work closely within the University with Professor David Spicer, the Y-PERN academic lead at the University of Bradford, the Y-PERN Chief Policy Fellow, and with other Y-PERN Policy Fellows across the network. The University of Bradford focus within Y-PERN is on the policy and engagement support for Small and Medium Sized Enterprises (SMEs) and on the potential and impact of the

Bradford 2025 city of culture on the small business economy for Bradford and Yorkshire and Humber more widely. You will be responsible for leading your own programme of research focussed on local Bradford business, as well as contributing to wider Y-PERN policy research objectives and representing the University of Bradford when working with external partners and wider networks.

To explore the post further or for any queries you may have, please contact:

Professor David Spicer, email: [D.P.Spicer@bradford.ac.uk](mailto:D.P.Spicer@bradford.ac.uk)

## **Main Duties and Responsibilities**

As Bradford-Y-PERN Policy Fellow your duties and responsibilities will include:

### **RESEARCH AND KNOWLEDGE EXCHANGE**

- Leading a programme of research and knowledge exchange with local businesses, academics and other stakeholders alone and in concert with other Y-PERN members.
- Contributing to Yorkshire policy research and knowledge exchange needs as required, supported by the West Yorkshire Academic Steering Group of Y-PERN and developing policy, analysis reports and briefings based on existing research and evidence.
- Working with the full Yorkshire and Humber Y-PERN Policy Fellow Team, on collective region wide Y-PERN activities including the overall monitoring and evaluation of Y-PERN's activities and training and community engagement work
- Responsible for the administration of Y-PERN activity and events at the University and Identifying expertise across the University of Bradford in response to policy engagement opportunities.
- Working towards original research publications that are of national and international standing in their policy application and policy impact
- Attracting external income on an individual and collaborative basis and contributing to the development of external funding proposals for research and policy engagement.
- Contributing to the School's, University's and Y-PERN's reputations and impact to ensure vibrant research environments.
- Being an active member of the team, supporting colleagues and participating in School research activities.

### **TEACHING**

- Undertaking research-led teaching in policy making at different levels on undergraduate and/or postgraduate taught courses, as required.

### **GENERAL**

- Meet PDR objectives and maintain a personal development plan, aligned with the Vitae Researcher Development Framework, utilising the Performance Development Review Scheme

- Contribute to the working life of the Faculty and University and wider academic community including, graduation, open days, applicant experience days, clearing and the staff recruitment and selection process
- Contribute to the financial sustainability of the Faculty and wider University including identifying efficiencies, optimising resources and making savings
- Contribute to strategic and operational planning within the Faculty and wider University level and University ambitions including Athena SWAN and other external standards;
- Demonstrate commitment to integrating and embedding equality, diversity and inclusion into core research and teaching practices to support the EDI Strategy.

This document outlines the duties required at the current time to indicate the level of responsibility. It is not a comprehensive or exhaustive list and may vary to include other reasonable requests as directed by University management which do not change the general character of the job or the level of responsibility entailed.

# University of Bradford

## Values

We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

It is the responsibility of every employee to uphold the University values.

## Equality, Diversity and Inclusion (EDI)

The University of Bradford is widely recognised as an Equality, Diversity and Inclusion (EDI) leading institution. Our EDI vision is to bring about, and be recognised as an exemplar of transformational diversity, inclusion and social mobility and emphasise the critical role of leadership in embedding intersectional EDI in order to make our diversity count and deliver impact.

It is the responsibility of every employee to act in ways that support equality, diversity and inclusivity and to work within the spirit and detail of the law, including the Equality Act 2010 and the Human Rights Act 1998.

The University provides a range of services and employment opportunities for a diverse population. Employees will treat all students and colleagues with dignity and respect irrespective of their background.

Employees are responsible for ensuring the University develops a culture that promotes equality, values diversity, and supports inclusivity. This responsibility includes services and functions the University provides and commissions, to students, colleagues, partners in other organisations, visitors and members of the public.

## **Training**

Employees must complete any training that is identified as mandatory to their role. Training should be accessed locally by agreement with line managers and through the University's People and Organisational Development Service. Mandatory training must be completed on commencement of the role, without delay.

## **Health, Safety and Wellbeing**

Health and Safety is a partnership between employee and employer each having responsibilities, as such all employees of the University have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. It is also the responsibility of all employees, that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.

All employees have a duty to report any practice that you consider compromises standards of health and safety and risk. The Code of Practice on Public Interest Disclosure (Whistleblowing) details the process and advises on the protection from unfair treatment for an individual who raises such concerns.

Employees are required to co-operate with management to enable the University to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the University's undertakings.

Managers should note they have a duty of care towards any staff they manage; academic staff also have a duty of care towards students. As part of this you will need to ensure you are familiar with any relevant Health and Safety policies and procedures; seeking advice from the Central University Health and Safety team as appropriate.

## **Information Governance**

Employees have a responsibility for the information and records (including student, health, financial and administrative records) that are gathered or used as part of their work undertaken for the University. This may be in paper, electronic or other formats. An employee must consult their manager if they have any doubts about the appropriate handling of the information and records with which they work.

This means that employees are required to uphold the confidentiality of all data, information and records and to ensure they are recorded to appropriate data standards and to the relevant electronic system or manual filing system in order to maintain their accessibility and integrity.

To support these requirements all employees must adhere to data protection legislation and the University's policies and procedures in relation to information governance and information security at all times.

Additionally, employees will be required, when and where appropriate to the role, to comply with the processing of requests under the Freedom of Information Act 2000.

All employees will be given the necessary training to enable them to adhere to these requirements.

## **Criminal Record Disclosures and Working with Vulnerable Groups**

Depending on the defined nature of your work and specialist area of expertise, your role may be exempt from the provisions normally afforded to individuals under the Rehabilitation of Offenders Act 1974. In these circumstances, the University may obtain a standard or enhanced disclosure through the Disclosure and Barring Service (DBS) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, in certain circumstances, the Police Act 1997.

Suitable applicants will not be refused positions because of criminal record information or other information declared, where it has no bearing on the role (for which you are applying) and no risks have been identified against the duties you would be expected to perform as part of that role.

During the course of your employment, you must notify your line manager if you are charged with a criminal offence (excluding motoring fixed-penalty convictions). Failure to notify the University of a criminal conviction could lead to withdrawal of a job offer where employment has not commenced, or disciplinary action for employees in post. All employees of the University who have contact with children, vulnerable adults, service users and their families must familiarise themselves, be aware of their responsibilities and adhere to the University's policy and procedures and the Safeguarding Vulnerable Groups Act 2006. Where appropriate, employees will be given the necessary training to enable them to adhere to these requirements.

## **University Policies and Procedures**

The University operates a range of policies, procedures and formal guidance (available on the University intranet and ServiceNow). All employees must observe and adhere to the provisions outlined in these documents.

## Post Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A PhD in economics/management or a related discipline</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience contributing to work in respect of policymaking/academic policy engagement</li> <li>• Evidence of the application of your own research beyond the academic arena that has defined impact</li> <li>• Experience of collaboration with public sector, business or industry outside academia</li> <li>• Experience of mixed methods research</li> <li>• Experience of applying for research and knowledge exchange funding</li> <li>• Good time management and planning skills; capable of working with tight deadlines</li> <li>• Excellent written and verbal presentation skills and the ability to communicate effectively with a wide range of stakeholder</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and experience working with SMEs and/or in the cultural sector</li> <li>• Experience of collaboration with policy makers and policy professionals</li> <li>• Experience of the design/development of executive educations and/or training programmes (especially where these are policy relevant).</li> <li>• Experience of HEI teaching in business and management/economics/a related field</li> <li>• Experience of supervising students (taught undergraduate; taught postgraduate; postgraduate research)</li> <li>• A track record of securing research and knowledge exchange funding</li> <li>• Experience of presenting at conferences and with other forms of dissemination</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Commitment to engage with and contribute to the aims and objectives of the University and Y-PERN.</li> <li>• Takes personal responsibility for delivering programmes of work.</li> <li>• Commitment to engagement in a positive working relationship</li> <li>• Commitment to effective team and collaborative working</li> <li>• Understanding of the University's commitment to equality, diversity and inclusion</li> <li>• Committed to continuing personal/professional development</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Job Specific Requirements</b>	<ul style="list-style-type: none"> <li>• Occasional travel (UK and notably within Yorkshire)</li> <li>• Occasional weekend work</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Encouraging participation and openness</li> <li>• Encouraging creativity and innovation.</li> <li>• Supporting academic freedom and respecting the right to express diverse points of view.</li> <li>• Providing equal opportunities for all staff and students to achieve their full potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for making a societal impact through research</li> </ul>



	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"><li>• Applying the best ethical standards in everything we do.</li></ul>	