

## Job Description

**Faculty/Directorate:** Faculty of Humanities and Social Sciences

**Department:** Institute of Public Care

**Title of post:** Principal Consultant

**Grade of post:** 12

**FT or % P/T:** Full time

**Principal location of work:** Flexible, with regular UK travel and able to work remotely when required

**Immediate line manager:** Assistant Director, Institute of Public Care

**Staff managed:** Operational project management for fellow consultants and associates, and supervision/mentoring of consultants/senior consultants and associates.

**Qualifications required for post:** Good honours degree and post-graduate professional qualification in public care (health, education, social care, housing or closely related discipline) or a post-graduate management or consultancy qualification or Masters or PhD.

**Experience required for post:** Extensive knowledge and experience of the UK public care agenda (health, social care, supported housing, or children's and young people's services) and experience of knowledge exchange activities in public care: consultancy, training, applied research and evaluation. Proven organisational, communication, facilitation, and business development skills.

**Overall purpose of post:** To secure, design and lead large and/or complex knowledge exchange projects in public care: applied research and evaluation, consultancy, and training and development.

### Main duties:

1. Design, lead, organise and deliver large and/or complex knowledge exchange projects in public care: consultancy, training, applied research and evaluation.
2. Undertake a range of knowledge exchange activities within projects, including interviews, presentations, facilitation of meetings, workshops and training sessions, quantitative and qualitative data collection, analysing complex data from a wide range of sources, drawing conclusions and collaborating with colleagues to make recommendations to clients for service and organisation change.
3. Market the Institute and secure knowledge exchange work, including scoping projects and writing proposals and tenders.
4. Manage the time and work of staff and associates on the Institute's projects and provide advice, guidance and mentoring to consultants, senior consultants and associates within the Institute.
5. Undertake the writing of papers based on knowledge exchange projects leading to national and / or international publication. To undertake reviews of research, government guidance and legislation for publication.

6. Develop materials for and deliver training or postgraduate courses to public care professionals, managers and executives. For accredited courses, use appropriate teaching methods and set and assess students' work, supervise and assess students' projects and assignments.
7. Make presentations at national and international conferences and seminars in public care.
8. Engage in scholarly and knowledge exchange activity (e.g. keeping up to date with developments in public care).
9. Represent the Institute and University on or to external bodies, if appropriate.
10. Participate in the administrative processes of the Institute and University, including committee membership, quality assurance procedures, recruitment and support of clients and postgraduate students.
11. Undertake any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.