Business Engagement Officer
White Rose Industrial Physics Academy (WRIPA)

Physics

Closing date: 21 July 2019
Interview date: to be confirmed
Vacancy reference: 7790
INTRODUCTION

The White Rose Industrial Physics Academy (WRIPA) is seeking a Business Engagement Officer to contribute to the development and implementation of their (WRIPA) regional business engagement strategy.

The post is within the WRIPA Regional Business Engagement Team (RBET) which is a team located across the five university physics departments of Hull, Leeds, Nottingham, Sheffield and York. WRIPA’s strategic goal is to increase the number of physics students that pursue a graduate-level technical career. The post will be based in the Department of Physics, University of York and will initiate and establish relationships with regional employers of Science, Technology, Engineering and Mathematics (STEM) students, specifically physics students. The main role of the individual will be to articulate the relevance of physics degrees to a wide range of employers to support the development of work experience opportunities for undergraduates physicists. May suit an individual currently working in industry or has recently completed a PhD.
Main purpose of the role

The purpose of the role is to support the director and project manager of WRIPA in the development and delivery of:

- Regional work-placement opportunities, including Year in Industry, employer-led final year undergraduate projects, summer internships and microplacements for physics students.
- Regional employer/physics student networking events with the objective of enhancing the undergraduate physics student experience and graduate employability.

The role holder will work under direction of the WRIPA project manager to engage externally with regional industry and economic growth organisations (such as the Local Enterprise Partnership LEP and Chambers of Commerce), and liaise internally with colleagues within the Department of Physics, the University of York’s Economic Development Team (within the Department for Research and Enterprise), and other university support colleagues as required.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Pro-actively market the undergraduate physics student skills base to regional employers, economic growth organisations and other external stakeholders through the organisation of employer engagement events or one-to-one meetings.
- Build relationships with regional employers, economic growth organisations and other external stakeholders that promote the Department of Physics’ research strengths and capabilities and identify opportunities for work placements, projects, internships and microplacements for physics students.
- Taking guidance from the Director and project manager of WRIPA, raise awareness of opportunities for business engagement among University colleagues in the Department of Physics through communication and marketing activities. Advise academic staff and colleagues within York’s Economic Development Team on external business relationships and be an approachable initial contact to facilitate their interaction with relevant employers.
- Act as an ambassador for the White Rose Industrial Physics Academy to enhance its reputation regionally and nationally.
- Assist in the development and implementation of systems to manage/administer students and businesses interested in participation in student work placements, projects, internships and microplacements.
- Assist the WRIPA project manager with financial reporting, reports to the funding agency and provide the project manager and project team with relevant progress summaries.
- Assist the WRIPA project manager with the coordination of project contributions from other university collaborators or external stakeholders.
- Ensure WRIPA initiatives support the strategic aims of the University’s Research and Enterprise, Economic Development Team.
- Advise academic and other members of University staff on the practical and legal aspects implementing learning from work experience.
- Follow up projects with employers to check satisfaction with the process and potentially secure on-going work experience opportunities.
- Ensure that legal and student welfare criteria are observed in the brokering of projects and placements.
- Maintain confidentiality of information in line with data protection requirements and University policy.
- Contribute to the University’s agenda for social responsibility, including sustainability.

JOB DESCRIPTION

At a glance

Salary 25,482 - £31,302 a year; Grade 5

Hours of work Full-time; 37 hours per week

Contract type Fixed-term for 3 years, starting September 2019 - September 2022

Based at University of York Heslington Campus East
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>A general education to include three passes at A level, or an equivalent qualification or relevant experience</td>
<td>Essential</td>
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<tr>
<td>Possess a degree in a Science, Technology, Engineering and Mathematics (STEM) subject or equivalent experience</td>
<td>Essential</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Understanding of the interfaces between Higher Education and industry</td>
<td>Essential</td>
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<td>Understanding of work-based learning within undergraduate or post-graduate degree programmes</td>
<td>Essential</td>
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<td>Ability to articulate the relevance of physics degree programmes to technical employers</td>
<td>Essential</td>
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<td>Understanding of Yorkshire, Humberside and East Midlands technical business sectors</td>
<td>Desirable</td>
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<td>Good understanding of the career pathways of physics students</td>
<td>Desirable</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Strong client facing skills and the ability to manage client expectation</td>
<td>Essential</td>
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<td>Excellent administration and organisational skills</td>
<td>Essential</td>
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<td>Strong interpersonal skills with the ability to form effective working relationships with a range of employers, colleagues and other stakeholders</td>
<td>Essential</td>
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<td>Ability to prioritise and progress work reliably and thoroughly sometimes under pressure and to tight deadlines</td>
<td>Essential</td>
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<td>An excellent communicator with the ability to present ideas to a wide range of stakeholders</td>
<td>Essential</td>
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<td>Ability to contribute to formal presentations to a wide business audience at network meetings and events</td>
<td>Essential</td>
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<td>Analytical and pragmatic problem solving skills</td>
<td>Essential</td>
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<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel, Powerpoint</td>
<td>Desirable</td>
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<tr>
<td>Demonstrate a high-level computer literacy e.g. Microsoft Office Packages, Web-based applications</td>
<td>Essential</td>
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<td>Experience of effective client management and relationship building</td>
<td>Essential</td>
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<td>Experience of organising and delivering events and workshops</td>
<td>Essential</td>
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<td>Experience of building strong relationships with Business support networks</td>
<td>Desirable</td>
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<td>Experience of working within higher education or a similar environment</td>
<td>Desirable</td>
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<tr>
<td>Experience of using bespoke CRM databases to manage and record activities and actions related to business development activity</td>
<td>Desirable</td>
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### Personal attributes

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<td>To be willing to work across organisational boundaries, including travel to other members of the consortium.</td>
<td>Essential</td>
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<td>To seek new knowledge and share ideas</td>
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<td>To be open and responsive to change and innovation</td>
<td>Essential</td>
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<tr>
<td>To have a commitment to equality and diversity</td>
<td>Essential</td>
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The Department of Physics is a department at the forefront of pioneering global research and technological advancement in our world leading research centres, focused around biophysics, condensed matter physics, nuclear physics, and plasma physics and fusion energy at the York Plasma Institute.

The Department has a lively and expanding research programme, and the research interests span a wide range, within both physics and the interactions of physics with other disciplines. We have benefited from substantial investment in these research groups, to help them play a leading role on the national and international stage, collaborating with major research institutions and industries. The research groups have international recognition, and each group regularly publishes papers in major journals and presents papers at international conferences.

The Department has many collaborations with other research groups in the UK and abroad, and contacts with industrial researchers. The Department also leads several interdepartmental ventures, including the Biological Physical Sciences Institute (BPSI), the York Quantum Technologies Centre (YQTC) and the EPSRC Quantum Communications Hub. There has been significant major investment in laboratories and facilities including the York-JEOL Nanocentre and the York Plasma Institute, and we have excellent mechanical, computing and electronic workshop facilities, which support our research and teaching activities.

The Department has 58 academic staff members (including teaching-only staff) and amongst our academic staff we have Fellows of the Royal Society and the Institute of Physics, many national and international prize winners, contributing to a dynamic and thriving department. We have over 40 research staff, an increasing number of visiting researchers, and 40 support staff (technical and administrative). The student population comprises around 450 undergraduates and 120 postgraduates (mostly PhD).

The department has developed a range of undergraduate and postgraduate programmes that provide all our students with the skills to succeed in careers across a broad range of scientific, technological, and related disciplines, and provide opportunities for students to spend a year at one of a number of overseas universities or in industry as an integral part of their degree programme. The Department offers both three-year BSc and four-year MPhys degree programmes in Physics, Theoretical Physics and Physics with Astrophysics; and joint degree programmes in Maths and Physics and Physics with Philosophy. For postgraduates, it offers a taught MSc in Fusion Energy, an MSc by Research and PhD degrees, including leading the EPSRC Centre for Doctoral Training in the Science and Technology of Fusion Energy.

A key strategic objective of the department and the university is to offer all our students an outstanding and valuable experience. We encourage our students to get involved with
our activities such as outreach and work experience - helping them develop the professional skills to make them highly employable graduates. Graduate physicists play a vital role in many technical industries due to their advanced analytical and transferable skills. The White Rose Industrial Physics Academy aims to increase the graduate-level employment of our students in technical industries (e.g. energy, defence, healthcare) both at a regional and national level.

The role will be based at the Department of Physics, University of York within the White Rose Industrial Physics Academy (WRIPA). WRIPA is a university partnership between the physics departments of Hull, Leeds, Nottingham, Sheffield and York. The motivation for the university / technical industries partnership is the fact that physics-based industrial sectors contribute significantly to wealth creation in the UK, yet employers often find it difficult to recruit suitably qualified graduates to highly skilled STEM roles. Physics graduates are often not aware of the range of regional or national technical employment opportunities or lack essential skills for entering relevant careers. Equally, students are increasingly seeking exposure to work-based learning as part of their degrees. The Academy address these issues by developing the following core WRIPA themes:

Careers support: Enhancing the competitiveness of physics students in employer recruitment processes (i.e., summer internships, year in industry placements and graduate-level roles)

Curriculum Development: Developing industrially-relevant laboratory skills, backed up by an enhanced provision of laboratory equipment in order to prepare the students better for a career in industry. Developing problem-solving and entrepreneurship-based modules. Organising industrial internships and industry-led final year undergraduate projects. Increasing the number of students that pursue a year in industry placement.

Employer Engagement: Increasing the profile of both regional and national technical industries and showcasing the capabilities of physics students by organising a range of events. These include recruitment events, careers events, company visits and competitions.

The Department of Physics operates a set of family-friendly policies and welcomes applications that are made on a part-time and job share basis, and we will do our best to accommodate such requests where possible. Staff working patterns are flexible and a formal flexitime system is also in operation. We provide support and advice for staff taking maternity, paternity, adoption and parental leave, and the University has a nursery and a Child Care voucher scheme. The Department provides support for all categories of staff in their applications for promotion, role reviews, awards, prizes and rewarding excellence nominations. Staff are encouraged
THE DEPARTMENT

to attend training events and take up opportunities for professional development including those offered by the award-winning University Learning and Development Team: https://www.york.ac.uk/admin/hr/browse/learning-and-development. The Department is committed to establishing a culture of environmental good practice and all staff are asked to go about their duties in a resource efficient way and minimise impacts to the environment wherever possible. The Department strives to address diversity inequalities to ensure that there is a culture that supports equality and encourages better representation throughout the Department. The Department of Physics fully endorses and adheres to the University's policies on equality of opportunity, and support for staff at all stages of their career is recognised as being extremely important. In recognition of our commitment to equality the Department has been awarded both Athena Swan Silver (the Athena SWAN Charter recognises and celebrates good employment practice for women working in science, engineering and technology (SET) in higher education and research) and Champion status within the Institute of Physics' Juno programme (the intention of which is to recognise and reward departments that can demonstrate they have taken action to address the under-representation of women in university physics and to encourage better practice for both women and men). We have a well-established Equality Committee in the department which regularly reviews working practices and policies.

Further information about the department is available at: http://www.york.ac.uk/physics

The Department of Physics values all employees for the qualities and skills they bring to the workplace and aims to be a diverse and egalitarian community in which all can thrive.
The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

CENTRED AROUND THE PICTURESQUE VILLAGE OF HESLINGTON ON THE EDGE OF THE CITY OF YORK, OUR COLLEGES ARE SET IN AN ATTRACTIVE LANDSCAPED CAMPUS. YORK ENJOYS A SAFE, FRIENDLY ATMOSPHERE WITH FACILITIES INCLUDING BARS, SHOPS, THEATRES AND CONCERT HALLS ALL WITHIN EASY WALKING DISTANCE.

THE UNIVERSITY HAS UNDERGONE AN UNPRECEDENTED PERIOD OF EXPANSION AND RENEWAL SINCE 2000. WE HAVE INVESTED IN TWENTY NEW BUILDINGS ON THE ORIGINAL CAMPUS AND HAVE COMPLETED THE FIRST AND SECOND PHASES OF A £750M CAMPUS EXPANSION. OUR INVESTMENT IN NEW COLLEGES, TEACHING AND LEARNING SPACES, LABORATORIES, RESEARCH FACILITIES AND A NEW SPORTS VILLAGE MEAN THERE HAS NEVER BEEN A BETTER TIME TO JOIN US.

DURING THIS PERIOD OF CHANGE WE’VE WORKED HARD TO RETAIN OUR FRIENDLY, INFORMAL AND COLLEGIATE ATMOSPHERE, WHICH IS IMPORTANT TO OUR CORE VALUES OF INCLUSIVITY AND INTERDISCIPLINARITY.

WE HAVE A THRIVING INTERNATIONAL COMMUNITY AND ARE COMMITTED TO PROVIDING STAFF MOVING TO YORK WITH AS MUCH SUPPORT AS POSSIBLE THROUGH OUR RELOCATION PACKAGE AND WELCOME OFFICERS.

THE UNIVERSITY IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE COMMUNITY - A PLACE WHERE WE CAN ALL BE OURSELVES AND SUCCEED ON MERIT. WE OFFER A RANGE OF FAMILY FRIENDLY, INCLUSIVE EMPLOYMENT POLICIES, FLEXIBLE WORKING ARRANGEMENTS, STAFF ENGAGEMENT FORUMS, CAMPUS FACILITIES AND SERVICES TO SUPPORT STAFF FROM DIFFERENT BACKGROUNDS.

FOR FURTHER INFORMATION PLEASE VISIT OUR EMPLOYEE BENEFIT PAGES
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York.

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7790
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 21 July 2019.

What will I need?

We will ask you for details of:
- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to andrew.hirst@york.ac.uk

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835