



# PUBLIC PRACTICE

RESEARCH &  
DEVELOPMENT  
MANAGER

SALARY	£25,000 - £45,000 FTE (based on experience)
TERM	Permanent
HOURS	Part-time / full-time (0.6 - 1.0 FTE)
LEAVE	30 days annual leave plus bank holidays
START	1 April 2019 (subject to notice period)
LOCATION	Urban Innovation Centre, 1 Sekforde St, EC1R 0BE

## WHY WE ARE HIRING

Public Practice is building a new movement to rediscover the potential of public planning and rethink the role of local government. In just over a year we have supported public authorities across London and the wider South East to plan more proactively and improve the way they work with, and for, communities.

The momentum we have generated means we are now doubling the size of our programme and exploring promising opportunities to expand into other areas. At this exciting time for the organisation we are looking to appoint a new Research & Development Manager to work alongside a Placement Programme Manager either on a full or part-time basis.

## THE ROLE

Public Practice's mission is to improve the quality and equality of everyday places. We do this by changing perceptions of public service, building public sector capacity, and enabling proactive public planning. The Research & Development Manager will lead on our work to enable proactive public planning.

You will be leading the management and delivery of our research and development programme, based out of our London headquarters. Your role will involve directly overseeing the experience of our Associates, from their on-boarding and induction to the design and delivery of their development sessions, managing their mentoring, and coordinating their collective research. Beyond the placement programme you will also help to develop our research network, build a bank of emerging knowledge and practice, and help to share this across the sector.

This is an excellent opportunity to join the team as our programme expands, and be part of an ambitious and growing social enterprise. Your key responsibilities will be to:

#### **DELIVER OUR RESEARCH & DEVELOPMENT PROGRAMME**

You will design and deliver a bespoke research & development programme for our cohorts of Associates. You'll manage the Associate communications, programme systems and coordinate collaborative learning opportunities such as site visits and field trips.

#### **GENERATE NEW APPLICATIONS FOR PUBLIC PRACTICE**

You'll lead on building a pipeline of talented, diverse built environment professionals for our placement programme. This will include supporting the central team in producing content for publications and presenting Public Practice at a wide range of events to help build our profile.

#### **COORDINATE AND EXPAND OUR RESEARCH**

You will manage the production of all of the Associate-led research, and be on the lookout for opportunities for new research projects and collaborations. This will include coordinating and growing our research network, helping to run seminars with Associates, and supporting the Communications Manager to deliver our events programme.

#### **DELIVER A HIGH-QUALITY EXPERIENCE FOR ASSOCIATES**

You'll lead on ensuring Associates have a good experience of their placements, delivering regular placement check-ins and making sure they are well supported throughout. This will involve working closely with the Placement Programme Manager, who will lead on the Authority experience.

#### **HELP SHAPE OUR GROWTH**

You'll work collaboratively with the team to come up with ideas for how we grow, test new processes, and suggest improvements to the way we work.

## ABOUT YOU

We are looking for someone with a professional background in the built environment, and ideally experience working in higher education, a think tank, research institute, or an organisation that carries out training or capacity building. You will have excellent facilitation skills and be able to think creatively about the way our research and development programme is delivered and evolves.

### Key skills and attributes:

- Committed to working for the public good
- Strong organisational skills, with a focus on delivering to high standards
- Positive, flexible and natural collaborator with a passion for people and their development
- Strong communication and editorial skills, with the ability to shape influential external reports and publications
- Excellent organisational and time management skills
- Effective facilitator and creative workshop leader

### Background and experience:

- Experience designing and delivering professional development programmes or higher education teaching
- A practical understanding of the built environment sector, including the fields of planning, urbanism and architecture
- Experience delivering and publishing research across a range of methods
- Understanding of programme design and management

Only applicants who have the right to work in the UK or have a valid visa or work permit at the time of application will be considered for this role.

## WORKING AT PUBLIC PRACTICE

Public Practice is a young not-for-profit social enterprise with strong leadership and governance. You will be working with a high profile Board chaired by Jules Pipe, Deputy Mayor of London. We are based in a great office in the Urban Innovation Centre in Clerkenwell, in the heart of London. We provide 30 days holiday per annum (FTE) exclusive of bank holidays. Public Practice aims to be an inclusive employer and are happy to consider flexible working arrangements. We provide a 4% employer's pension contribution, a healthy staff training budget and a supportive team environment with regular social team gatherings and events.

## HOW TO APPLY

To apply please send your CV and insert a covering letter of no more than 500 words setting out who you are, why you want this job, what you can bring to Public Practice via [practice-public.workable.com](https://practice-public.workable.com). Please note we do not accept applications outside of this system.

The deadline for applications is 10:00am on Monday 18 February 2019. Interviews will be held on the week commencing 25 February. It is hoped the successful candidate will be informed by 28 February and start in post 1 April 2019, subject to notice periods.

Public Practice is committed to being an equal opportunities employer, and we value the diversity of perspectives that people from different backgrounds bring to our work. We positively encourage applications from eligible candidates regardless of age, disability, gender identification, ethnicity, marital status, pregnancy and maternity, race, religion or belief or sexual orientation.

## FURTHER DETAILS

Visit our website for more details about who we are and what we do: [www.publicpractice.org.uk](http://www.publicpractice.org.uk). For any queries about working for Public Practice please contact [work@publicpractice.org.uk](mailto:work@publicpractice.org.uk).