AQA
Realising potential

Role and person profile

Post title:	**Research Editor**		Location:	**Manchester or Guildford**
Division:	**Research and Regulation**		Department:	**Research and Development**
Reports to:	**Research Impact and Engagement Manager**		Responsible for:	**NA**
Scale:	**SCP 21-25**	Permanent/FTC/Temp:		**Permanent**
Post no:	**7152**			

Section 1 – Accountabilities

Main role purpose:

To support the Research Impact and Engagement Manager in managing the internal and external communication and dissemination of the work of the Research and Regulation business area, and to support monitoring and tracking of the impact of the business area's research and analysis work.

To ensure that research and analysis documents and communications are clear and fit for purpose by providing an editing service for research outputs, including papers, reports, presentations and posters, contributing to the design, editing and production of AQA research and analysis publications.

To implement mechanisms to ensure and monitor research impact, supporting the Research Impact and Engagement Manager in ensuring that AQA's research and analysis work is effectively communicated and achieves impact across the business and beyond.

The postholder will contribute to communication and dissemination projects across the Research and Regulation business area, supporting and leading tasks or projects as required.

See strategy if required http://thehub.aqa.org.uk/About/2020-strategy

Key result areas:	Outcomes:
Customer (external or internal) **Trusted and reliable products and insight that build AQA's reputation and influence**	Contribute to the management and implementation of two-way communication channels between the Research and Regulation business area and the wider business that foster collaboration with colleagues.
	Develop and maintain collaborative working practices, building effective working relationships with internal colleagues.
	Support communication and dissemination of Research and Regulation work with the rest of the business and with external stakeholders, providing proactive support and advice to team members, including the delivery of training and resources to support high quality communication and dissemination.

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	Promote understanding of, and engagement with, research and its impact. Implement mechanisms to monitor and report on the impact of AQA's research and analysis across the business, in our industry and in the wider assessment community.
	Support the Research Impact and Engagement Manager in liaison between the business area and colleagues in Corporate Communications, PR and Media, and other relevant externally-facing teams across the business, ensuring effective liaison that uses available channels to demonstrate the benefits of AQA's research and analysis to external audiences.
	Contribute to the regular review of the research impact and engagement function.
	Demonstrate commercial flexibility by undertaking other responsibilities which are of a commensurate level as business needs change.
Finance	Ensure that projects meet business needs flexibly, responsively and to agreed time, cost and quality criteria.
	Regularly review costs, and encourage efficiencies as part of a continuous improvement programme.
Product and internal processes **Secure, reliable, agile and cost effective processes**	Working individually or with senior colleagues, contribute to the design, editing and production of AQA research and analysis publications, including writing, editing, proofreading and organising artwork.
	Provide an editing service for research and analysis outputs, including papers, reports, presentations and posters, working with colleagues across the business area to ensure that research reports, presentations and other outputs are clear, succinct and fit for purpose and audience.
	Create, edit and format content for intranet, internet and social media, including research summaries and briefings, and news articles and newsletters on the work of the Research and Regulation business area
	Ensure that the outputs of AQA's research and analysis work are stored, catalogued and made available to internal and external audiences.
	Develop knowledge of approaches to editing and presenting research and analysis outputs, ensuring that work uses state of the art methods, reviewing approaches taken by similar organisations.
	Contribute to the ongoing development of the business area's communication and dissemination practice.
	Ensure compliance with the letter and spirit of AQA's policies and other regulatory and legislative requirements, including HSE, Equal Opportunities, ISMS and GDPR.
People and culture **Great people achieving their potential**	Contribute to a motivated and positive team culture, focussed on service delivery and continuous improvement.
	Work with others to achieve the organisation and team vision, modelling AQA's values and behaviours, contributing expertise and developing self to achieve

	excellence.
Technology	Make good use of appropriate and innovative digital tools for communication, content creation and information processing in order to work effectively and efficiently, in support of the achievement of AQA strategic objectives.
Government and external	Support colleagues representing AQA research at external meetings.

Section 2 – Key relationships and performance

Key internal relationships:

- AQA colleagues across all departments.
- Colleagues in Corporate Communications, PR and Media teams.

Key external relationships:

- Customers and stakeholders
- Suppliers and contractors.

Key performance indicators:

- Under the supervision of the Research Impact and Engagement Manager, delivery of publications, edited outputs and other communication activities in line with cost, quality, and time KPIs.

Section 3 – Person profile

Knowledge	Assessment
Understanding of current thinking on how to communicate research outputs.	**I/P**
Broad understanding of the political and educational context within which AQA works.	**I/P**
Understanding of how research contributes to organisational and societal impact.	**I/P**
Qualifications	
Educated to degree level or equivalent professional qualification or experience	**A**
Skills	
The ability to write and edit texts, presenting complex messages in ways that are clear and user-friendly for a range of purposes and audiences.	**I/P/T**
The ability to develop and maintain effective working relationships with a range of colleagues, partners and stakeholders through formal and informal channels.	**A/I/P**
The ability to understand, synthesise and communicate complex, diverse, incomplete and potentially contradictory information to support colleagues in communicating research outputs with maximum clarity and impact.	**I/P/T**

Strong interpersonal and communication skills, able to influence and build a rapport with a range of internal and external stakeholders.	**A/I/P**
The ability to think creatively and solve complex problems.	**A/I/P**
The ability to work both independently and as part of a team.	**A/I/P**
The ability and willingness to constructively challenge the thinking of others.	**A/I/P**
The ability to assess risks and recommend actions	**A/I/P**
Behaviours	
We treat everyone well and with empathy.	**A/I/P**
We achieve amazing things by working together.	**A/I/P**
We are open and honest.	**A/I/P**
We do what we say we are going to do.	**A/I/P**
We continuously learn and improve.	**A/I/P**
We act in the best interests of AQA.	**A/I/P**
We are optimistic and determined.	**A/I/P**
We value everyone's expertise.	**A/I/P**
Experience	
Experience of implementing communication and engagement activities, reporting on impact achieved.	**I/P**
Experience of editing and producing documents and publications, preferably in a research context.	**I/P**
Experience of content management and web publishing and the use of online communication tools, including social media	**I/P**
Assessment key (criteria to be assessed at the selection stage) **A** – application (it is **essential** to provide evidence on application for shortlisting purposes) **I** - interview **T** – test (or work sample) **P** – probation	