Job Summary

Job Title: Research Analytics Officer
Grade: 7
Salary: £34,189 to £39,609 per annum
Department: Research and Enterprise Division (RED)
Hours/Contract: Permanent, full-time
Reference: 717

Role Purpose

The Research Strategy and Policy Team in the Research and Enterprise Division plays a key role in coordinating institutional preparations for the Research Excellence Framework (REF 2021). The Research Analytics Officer is a new role which has been created to analyse the outcome of internal and external reviews of outputs which will inform decisions on the institutional REF submission, as well as reporting on wider research quality metrics through the institutional research strategy.

The post-holder will be expected to prepare reports to provide information on the quality of research outputs to senior managers within the University. In addition, the post-holder will support the analysis of research and REF impact data, providing information in suitable formats and contributing to reports for senior colleagues.

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<tr>
<th>Main Duties and Responsibilities</th>
<th>% Time</th>
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<tbody>
<tr>
<td><strong>Outputs analysis and submission scenarios</strong></td>
<td>40%</td>
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<td>To ensure that appropriate analysis is carried out and reports provided on internal and external review of outputs, to include:</td>
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<tr>
<td>a. Working with the Outputs Assistant to download output information from the research information system (IRIS);</td>
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<td>b. Analysing output review data (grades) by Unit of Assessment (UoA) and main panel, providing user friendly tables and figures;</td>
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<td>c. Modelling REF output submission scenarios, including mapping outputs to staff in line with Research England requirements and assessing flexibility in choices;</td>
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<td>d. Monitoring, analysing and drafting reports on REF open access compliance;</td>
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<td>e. Assisting with the drafting and reviewing of reports on outputs for UoAs and senior management;</td>
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<td>f. Supporting data analysis and reporting for the annual output quality policy to the Research and Enterprise Committee.</td>
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<tr>
<td><strong>Research Excellence Framework data</strong></td>
<td>20%</td>
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<td>Working with other members of the team to prepare analysis, scenario modelling and reporting of REF data, providing user friendly tables and figures, to include:</td>
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<tr>
<td>a. Impact case study submission scenarios;</td>
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<td>b. Supporting bibliometric analysis and modelling around outputs;</td>
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<tr>
<td>c. Drafting and reviewing reports in these areas for UoAs and senior management, including as part of mock REF exercises.</td>
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## Job Summary

### Research Excellence Framework support
- Develop and maintain detailed knowledge of REF guidance and criteria.
- Develop good working relationships with departmental contacts and UoA REF leads and administrators.
- Oversee management of the REF@le and IRISsupport@le support emails, resolving more complicated queries redirected from colleagues.
- Assist with the development and provision of REF-related training and awareness events for staff and professional services colleagues, presenting as required.
- Develop expert knowledge of the REF software in the submission period, obtaining and loading data, ensuring that the data is checked for accuracy and all information required is completed.
- Support responses to post-REF audit queries from Research England.

### Research Management System (currently IRIS)
- Develop detailed knowledge of the various IRIS modules for both data entry and reporting.
- Run reports from IRIS for RED colleagues, departments etc., carrying out analyses of the data and presenting the results in suitable formats, recognising when data are incomplete or there are quality issues.

### Other
- Work with the Research Services Team in the Library on aspects of open access monitoring and citation analysis
- Attend meetings of REF management and other groups, taking minutes and supporting the Chair, liaising with colleagues to confirm the agenda, source papers and confirm details for meetings.
- Other tasks commensurate with the grade of the post as requested by line manager, team lead or Director of Research Services.

### Internal and External Relationships

#### External relationships:
- Attend Research England and other REF-related briefings, liaising with representatives from external organisations such as Research England as required.
- Attend relevant workshops and briefings on outputs and data analytics
- Liaise with peers via ARMA.
- Liaise with external speakers for workshops and events.
- Work with Research England REF team, including response to audit queries relating to outputs

#### Internal relationships:
- With all research-active staff
- With other members of the REF team and the wider division
**Job Summary**

- Members of REF Steering Group, UoA Leads, HoDs, departmental Directors of Research
- Develop professional working relationships across many parts of the University including HR, Library, Planning and ITS.
- College and departmental administrators as required

**Planning and Organising**

- The ability to prioritise, plan, schedule effectively and manage a dynamic workload to meet internal and external deadlines and the necessary influencing skills to manage and negotiate the timely input of other people to ensure the delivery of set outcomes.
- Ability to work to tight deadlines: managing the acquisition and subsequent analysis and reporting of data to agreed timetables.
- Lead assigned projects.
- Ability to work effectively and proactively both on own initiative and collaboratively as part of the team.

**Qualifications, Knowledge and Experience**

**Essential**

- Educated to degree level or equivalent*
- Relevant experience in information management including the collection, manipulation and analysis of data and extracting and interpreting information from a variety of databases, creating related reports*
- Experience of using data visualisation tools such as advanced Microsoft Excel, Power BI or Tableau
- Experience of working with data relating to academic publications and citations.*
- Previous experience of working in a higher education research environment*

**Desirable**

- Understanding of the Research Excellence Framework 2021
- Postgraduate qualification

**Skills, Abilities and Competencies**

**Essential**

- Effective oral and written skills to communicate effectively with staff, including being comfortable communicating in a variety of settings and contexts and on different levels, possessing in particular the ability to present and explain information clearly – both one-to-one and one-to-many.*
- Advanced Excel and strong all-round IT skills, preferably with prior experience of presenting complex data to a non-specialist audience.
- Ability to assess data and information, and to identify problems.
Job Summary

- Excellent attention to detail.*
- Ability to work with people at many levels of seniority.
- Proven analytical and problem solving capability
- Ability to work independently and as part of a team, whilst managing a busy workload and being responsive to shifting priorities

Desirable

- Ability to develop an understanding of, and work within, complex policies and procedures and the quality of standards and outputs required.*
- Previous experience of using research information management systems (i.e. a CRIS)

*Criteria to be used in shortlisting candidates for interview

VITAL

The University encourages all staff to live our VITAL values which are: Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.