Job Summary

Job Title: Research Environment Officer
Grade: 7
Salary: £34,189 to £39,609 per annum
Department: Research and Enterprise Division (RED)
Hours/Contract: Fixed Term Contract until 31st December 2020
Reference: 1243

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 Environment Officer is a new, fixed-term role which has been created to support the environment element of the submission, including the disclosure of staff circumstances.

The post-holder will be expected to work closely with colleagues in the Equalities Unit in the determination of independent status for research-only staff, identification of early career staff and consideration of personal circumstances. In addition, the individual will support the collection, analysis and sharing of REF environment data, providing data in suitable format to Units of Assessment and contributing to reports for senior managers within the University. Finally, the appointee will support the preparation and review of Unit of Assessment environment statements, and to contribute to the development of the institutional environment statement.

Resources Managed

<table>
<thead>
<tr>
<th>Main Duties and Responsibilities</th>
<th>% Time</th>
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<tbody>
<tr>
<td><strong>Research Excellence Framework (general)</strong></td>
<td>20</td>
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<tr>
<td>a. Develop and maintain detailed knowledge of the REF guidance and criteria, with particular focus on equalities and environment aspects, understanding how these relate to other elements of REF, providing advice and guidance to colleagues across the University as required.</td>
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<td>b. Develop good working relationships with departmental contacts and Unit of Assessment (UoA) leads and administrators.</td>
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<td>c. Handle environment-related queries to the REF@le email account in a timely manner.</td>
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<td>d. Develop expert knowledge of the REF software in the submission period, loading data, ensuring that the data is checked for accuracy and all information required is completed.</td>
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<td>e. Assist with the provision of training and awareness events, presenting on specialist areas as required.</td>
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<tr>
<td>f. Attend meetings of REF management groups, taking minutes and supporting the Chair, liaising with REF team colleagues to confirm the agenda, source papers and confirm details for meetings.</td>
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<tr>
<td><strong>Individual Circumstances</strong></td>
<td>40</td>
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<tr>
<td>Working with colleagues in the Equalities Unit to act as the REF team lead on management of individual circumstances. This includes:</td>
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</tbody>
</table>
Job Summary

i. Providing guidance to individuals on Research England guidance and internal processes as set out in the Code of Practice;

ii. Supporting the review of consideration of research independence;

iii. Assist in sourcing relevant information to support personal circumstances applications and in the calculation of reductions;

iv. Support the identification of staff who meet the REF definition of early career staff, liaising with individual staff and Human Resources to ensure status is appropriately recorded;

v. Assist with the preparation of data for review and appeals meetings;

vi. Attend review and appeals meetings as required, taking minutes if requested;

vii. Ensure that individuals are informed of the outcome of requests in a timely and sensitive manner, giving reasons for decisions;

viii. Support the preparation of summary data and outcomes for reporting anonymously to the REF Steering Group and Executive Board;

g. Assist colleagues in the REF Team with the preparation of requests for personal circumstances reductions to be sent to Research England, liaising with UoA Leads/deputies, Equalities Unit and others as appropriate.

Environment statements and associated data

h. Support the preparation of environment statements by UoAs for REF2021 including sharing of best practice, organising and managing the peer review process, ensuring that all relevant stakeholders including REF team members, PVC (R&E), UoA Leads and colleagues within Corporate Services are consulted to enable successful delivery of all environment statements in line with agreed timescales and priorities.

i. Work with REF team colleagues and the wider division to source environment data, translate into a suitable format and ensure this is shared with the relevant UoAs.

j. Take particular responsibility for capturing esteem data for inclusion in environment statements which includes: developing a good knowledge of the professional activities area of the IRIS research management system, developing mechanisms for capturing data from individual academic staff, the ability to run reports, carry out analyses of the data and present the results in suitable formats to UoA leads, recognising when data are incomplete or there are quality issues.

k. Support the development of the Institutional environment statement, including sourcing information from other Corporate Services offices and contributing to drafting.

Other

l. Support team members with other aspects of REF preparation as required from time to time.

m. Other tasks commensurate with the grade of the post as requested by the line manager, Head of Research Strategy and Policy, 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 as required.
- Attend relevant workshops and briefings on environment
- Liaise with peers via ARMA, notably through the REF special interest group

Internal relationships:

- With individual academic staff
- With other members of the REF team and the wider Research and Enterprise division
- PVC (R&E), members of REF Steering Group, UoA Leads/deputies, Heads of Department, review panel members
- Members of the REF Environment Working Group
- Develop professional working relationships across many parts of the University including Equalities and HR
- 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*
- Experience of working on a research assessment exercise with an understanding of REF regulations and the context of REF in the HE sector
- Experience of extracting and interpreting information and creating reports*
- Previous experience of working in a research environment or research administration*

Desirable

- Postgraduate qualification
- Prior equalities or human resources experience

(*Criteria to be used to shortlist candidates for interview)
## Job Summary

### 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*
- Excellent attention to detail*
- Ability to work with people at many levels of seniority
- Ability to work independently and as part of a team, whilst managing a busy workload and being responsive to shifting priorities
- Good IT skills including excellent knowledge of MS Office products*
- Ability to deal sensitively with individuals experiencing difficult circumstances and to maintain appropriate levels of confidentiality*

#### Desirable
- Ability to work within complex policies and procedures to the quality of standards and outputs required.*

*Criteria to be used in shortlisting candidates for interview

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Research Passport Requirements

Where it is determined that the duties of this post for the purposes of research involve work with the NHS, it is necessary to ensure that the performance of the duties attached to the post are covered by NHS indemnity arrangements and the appointee must comply with all such arrangements, including occupational health clearance.

### 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.