Role Purpose

The Research Impact Strategy and Policy Manager leads a team which encompasses institutional expertise on research impact and is responsible for driving development, articulation and evidencing of impact across the University. Working collaboratively with the designated College Impact Leads, the post-holder will promote a culture which values and prioritises research impact. You will oversee the work of a team of two Research Impact Officers and two Facilitators who will support you in these aims.

The Research Strategy and Policy Team in the Research and Enterprise Division plays a key role in coordinating institutional preparations for REF2021. Responsible for leading a sub-team within the wider group, and reporting to the Head of Research Strategy and Policy, you will provide strategic input and comprehensive advice and support in preparing the University’s REF submission, with a particular but not exclusive focus on impact. You will also advise on impact-specific requirements for other funding agencies, including the Research Councils, developing and delivering training sessions as required.

This is a key role which involves the post-holder working closely with other members of the Research Strategy and Policy Team (RSPT), the PVC Research and Enterprise and Director of Research Services on a frequent basis, whilst leading and managing the work of their team. Building relationships with other Professional Services (such as External Relations and departmental managers) as well as individual members of academic staff are also key to success in this role.

Principal Responsibilities

- Manage the identification, development and preparation of impact case studies for submission to REF 2021 and subsequent exercises, including:
  - Enhancing current systems and processes to integrate the routine identification of impact into the University’s research culture
  - Allocating the time of the Research Impact Officers and Facilitators to ensure resources are appropriately distributed to meet the REF timetable and goals
  - Working closely with College Impact leads and departmental Impact coordinators to manage the overall pipeline of impact cases, ensuring remedial action is taken if required
  - Overseeing efforts to disseminate best practice through workshops and one-to-one advice to ensure that researchers understand the impact agenda, what this means for their research and how to plan effectively
  - Providing guidance on and draft impact case studies which clearly explain the impact of research across all disciplines to a lay audience and suggesting ways to improve case studies, and gather and enhance evidence including assisting with liaison with external parties

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Job Summary

- Managing processes for internal and external review of draft case studies, analysing the outcomes and preparing reports for senior management
- Ensuring records of impact case studies and current status are kept up to date
- Monitoring progress and ensuring case studies have been appropriately evidenced, proof read and approved
- Ensuring impact data, documents and evidence are captured in the University’s data management system and loaded into the REF software correctly and on time

- Contribute to preparations for the University’s REF2021 submission more widely by:
  - Working closely with colleagues in RSPT on all aspects of REF, contributing to the development of policy, strategy and processes, to the provision of data and reports for senior management and the wider University
  - Developing and maintaining close working relationships with the College impact leads, and departmental impact co-ordinators, to ensure dissemination of information and knowledge and smooth operation of REF preparations
  - Acting as an expert advisor to and member of the University’s REF Impact Working Group to support the University’s preparations for REF2021
  - Working closely with the REF Environment lead and the REF Environment Working Group to ensure that the impact sections of the UoA and institutional-level environment statements clearly articulate impact activities and plans, in line with REF guidance
  - Develop and maintain a deep understanding of REF regulations related to impact, and how these relate to other aspects of REF, providing expert advice and guidance to colleagues across the University as required

- Manage and direct the work of the Research Impact Officers and Facilitators to:
  - Ensure that all aspects of research and REF impact are resourced
  - Ensure that reporting data provided on time and in suitable format and that records of progress and status are accurate
  - Provide suitable support for impact statements, such as pathways to impact, on large, strategic research applications
  - Ensure that researchers have access to training, resources and guidance around impact
  - Ensure the Research Impact Officers and Facilitators receive appropriate training and development

- Oversee the management of the institutional Impact Development Fund, including organising calls for bids, allocation of funding and management of finances

- Provide general support around impact, including:
  - Ensuring provision of and helping to provide training as required on other funders who require consideration of impact as part of the application process, for example Research Councils Pathways to Impact
  - Providing guidance, as required, for colleagues in RED and elsewhere on research impact in general and in response to specific queries
  - Attending external events as required, ensuring information gathered is disseminated within the team and more widely
**Job Summary**

- Provide an efficient and effective customer-focused service, ensuring that advice is appropriate and consistent and that team members are appropriately trained and briefed
- Other duties related to impact, REF, or the wider work of the division, as identified by Team leader or Director of Research Services

**Internal and External Relationships**

**Internal relationships**
- With all research-active staff to advise on impact-related queries and the development of case studies
- With other members of RSPT and the wider division, in particular the Research Development, Doctoral College and Commercialisation Teams
- PVC (R&E), College Directors of Research, College Impact Leads, members of REF Impact Working Group, UoA Leads, Impact Coordinators, Heads of Department, departmental Directors of Research
- Develop professional working relationships across many parts of the University including External Relations, Development and Alumni Relations, Library, Planning and ITS
- College and departmental administrators as required

**External relationships**
- Attend Research England (RE) and other REF-related briefings and liaise with representatives from external organisations such as funding bodies and RE as required
- Attend relevant impact and public engagement-related workshops and briefings
- Liaise with peers via ARMA and Research Impact Network
- Liaise with external speakers for workshops and events
- Liaise with external reviewers of draft case studies and external parties to gather impact evidence
- Work with RE REF team, including response to audit queries

**Planning and Organising**

- Ability to initiate, plan and manage new projects and activities, ensuring plans complement broader operational strategies
- Ability to plan workload and tasks over short, medium and longer term, including over a number of years
- Ability to plan and manage the work of self and Research Impact Officers and Facilitators, taking into account strategic priorities and operational needs
- Ability to manage resources and make strategic decisions about how best to deploy finite resources (financial and personnel)

**Qualifications, Knowledge and Experience**

**Essential**
- Educated to degree level or equivalent*
- Previous experience of working on REF and research impact, preferably in a research intensive UK university*
- A strong understanding of REF and UKRI guidelines and definitions of research impact*
**Job Summary**

- Experience of working with a range of stakeholders and developing networks
- Proven excellent writing, editing and presentation skills with demonstrated ability to communicate effectively in writing and orally with diverse audiences*

**Desirable**

- Postgraduate research qualification
- Understanding of HEI priorities and how they interact with research impact
- Extensive experience of writing for academic and non-academic purposes

**Skills, Abilities and Competencies**

**Essential**

- Ability to create professional relationships with researchers, administrators and senior staff in the University and externally, drawn from a wide range of subject backgrounds
- Ability to manage and organise a busy and varied workload in a pressured environment, ensuring that key deadlines are met
- Proven team management experience, including ability ensure appropriate division of workload and that deadlines are met*
- Demonstrable organisational and time-management skills and ability to work to deadlines*
- Ability to give clear and consistent advice to guide researchers
- Highly developed IT skills and the ability to use a broad range of computerised systems and data sources to support improved communications, information and data dissemination*
- High quality analytical and assessment skills*

**Desirable**

- Ability to design, develop and deliver training on impact related topics for researchers

*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.