**ROLE PROFILE**

**Job Title:** REF Impact Officer

**School/Department:** Faculty of Medicine and Health Sciences

**Job Family and Level:** Administrative, Professional & Managerial Level 4

**Contract Status:** Fixed Term until 31st January 2021

**Hours of Work:**
- **Post 1** - Full-time (36.25 hours); however applications are also welcome from candidates wishing to work part-time (minimum 14.5 hours per week). Please specify in your application if you wish to work part time and the number of preferred hours.
- **Post 2** - Part-time (21.75 hours per week)

**Location:** Medical School

**Reporting to:** Research Strategy Manager

### Purpose of the Role:

The Faculty of Medicine and Health sciences comprises four schools who will be returning to seven Units of Assessment in the Research Excellence Framework (REF) 2021. The role holder will be responsible for supporting the development of a portfolio of impact case studies across the Faculty ready for submission in November 2020. They will work closely with academic staff, REF and research and business development staff in the Faculty and wider University, and engage with external bodies to develop the evidence required for the case studies.

### Main Responsibilities

| 1 | Provide expertise to Units of Assessment in the Faculty of Medicine and Health Sciences on REF impact case study development. Duties will include intelligence gathering from external sources, providing guidance on what makes a high quality impact submission and developing resources with the REF co-ordinators to ensure that there is a good understanding of the requirements and to develop best practice. | 20% |
| 2 | Work with academics from across the Faculty to develop and enhance potential impact case studies to be submitted for REF 2021. This will involve developing a narrative, undertaking market research, gathering and storing evidence to support the case studies, including visiting or liaising with external bodies as required. | 40% |
| 3 | Support periodic University, Faculty or School reviews of progress for REF, ensuring case study drafts are kept as up to date as possible and that records of the potential future studies are likewise kept active. | 15% |
| 4 | Liaise regularly with colleagues from other Schools and Faculties via the Research Development Network in the University to identify and support interdisciplinary case studies, and to identify and promote opportunities for further funding that can enhanced impact from Faculty research. | 15% |
| 5 | Assist on other knowledge exchange, impact and REF-related activities of the Research Strategy Manager and Faculty Research Business Development Manager as required. | 10% |

### Knowledge, Skills, Qualifications & Experience

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<thead>
<tr>
<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td><strong>Qualifications/ Education</strong></td>
<td>Educated to degree level and/or relevant work experience.</td>
<td>Degree in Medicine and Health Sciences-related subject</td>
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### Skills/Training
- Awareness of current UK higher education policies relating to research, knowledge exchange and impact, including the Research Excellence Framework.
- Excellent administrative, organisational/prioritisation skills and IT skills, in particular of MS Office.
- Excellent communication (oral and written) and negotiation skills with a proven ability to accurately distil key issues from written material and interviews into succinct points.
- Proven analytical and problem solving capabilities including an ability to research information sources and a high level of numeracy and literacy.
- Understanding of database systems and of the use of data for management information
- Copywriting skills

### Experience
- Proven experience of writing for both lay and specialist audiences.
- Experience of managing projects and working within teams and with multiple and varied stakeholders.
- Experience of impact evaluation or assessment in an HEI or equivalent setting.
- Experience of editing and copy-editing texts.
- Experience of research and business development, ideally in an HEI environment.

### Other
- Ability to work calmly under pressure against tight deadlines whilst paying close attention to detail.
- Ability to work independently, use own initiative and judgement without recourse to line manager.