



Job title	Faculty KE and Impact Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Faculty of Arts	Location	University Park Campus

## Purpose of role

This post has key responsibility in co-ordinating the Faculty of Arts' REF submission in autumn 2028, in particular the development and submission of REF Impact Case Studies and statements of support. The role holder will work closely with the academic community, Faculty research and knowledge exchange support staff and central University REF support teams to achieve this goal.

The role holder will facilitate capacity building across different academic career stages to support researcher engagement and collaboration with external partners, contribute to the development of a dynamic culture of knowledge exchange (KE) and enable robust evidence gathering to document and demonstrate research impact. Success in the role will result in our academics being able to make a significant expansion to the impact of their research, increase grant capture to fund collaborative research and KE and the development of best practice approaches to documenting and showcasing impactful KE for REF2029 and more broadly.

Previous knowledge and experience of working in one or more of the following areas would be an advantage: KE and impact work within Arts and Humanities (REF Panel D) remit areas; hands on experience of impact case studies in REF2021; KE and impact work influencing public participation in arts and cultural engagement; KE and impact work influencing practice in cultural and/or creative organisations; KE and impact work influencing Arts and Humanities collaboration with healthcare professionals.

	Main responsibilities	% time per year
1	<b>Delivery of support to build our impact portfolios</b> The role holder will provide support to academics to enable the successful delivery of KE and impact activities relating to their research and enable academic colleagues to maximise the KE and impact potential of their research projects and awards.	60%

	<p>The role holder will be expected to keep up-to-date with best practice and trends in KE and impact and benchmark the Faculty's activity against Russell Group/ main competitors to ensure effective KE and impact.</p> <p>The role holder will be expected to work collaboratively with other relevant professional services (e.g., Research Development Managers, Business Engagement Managers, Regional Engagement team) to identify and maximise external funding and University-wide opportunities for Arts and Humanities-led and interdisciplinary KE.</p>	
2	<p><b>Capacity building</b></p> <p>The role holder will co-ordinate the development of best practice guidance documents and contribute to the design and delivery of training and skills-development provision to support the expansion of effective KE and impact activity across all academic career stages and, where appropriate, professional service staff training.</p> <p>Capacity building should include training opportunities in planning for impact: benchmarking impact, evidencing impact, expanding the reach and significance of impact and successfully reporting impact within national frameworks e.g., REF Impact Case Studies and associated KE statements.</p> <p>The role holder will collaborate with academics already expert in KE, Implementation Science and approaches to evaluation, and other relevant University teams, to develop training resources and enable the sharing of best practice.</p>	20%
3	<p><b>Raise the profile of Arts and Humanities KE and impact</b></p> <p>The role holder will develop and maintain a portfolio of best practice KE and impact exemplars that can be used to promote the academic, their school and the Faculty in relation to research and knowledge exchange.</p> <p>The role holder will work with the Faculty and central External Relations communication teams and external bodies as necessary to ensure wide dissemination of success stories and participation in international, national and regional prizes and recognition awards e.g. Times Higher awards and Praxi Auril Impact Prize.</p>	10%
4	<p><b>Record keeping and Management Information</b></p> <p>The role holder will support academic use of University systems to record KE and impact activity and enable accurate management information to be drawn from relevant systems. This might include training academics in use of systems and enabling Faculty management information reports from systems. Co-ordinate process and system of collecting annual data.</p>	10%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent administrative, organisational/prioritisation skills and IT skills, in particular of MS Office.</li> <li>▪ 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.</li> <li>▪ Proven analytical and problem- solving capabilities including an ability to research and analyse information sources with a high level of accuracy and numeracy.</li> <li>▪ Ability to work calmly under pressure against tight deadlines whilst paying close attention to detail.</li> <li>▪ Ability to work independently, use own initiative and judgement without recourse to line manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of database systems and of the use of data for management information</li> <li>▪ Understand fundamental aspects of GDPR and how to apply them in case studies and evidence gathering</li> </ul>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Awareness of current UK higher education policies relating to research, knowledge exchange and impact, including the REF, KEF and HECI processes.</li> <li>▪ Experience of designing and/or delivering impact evaluation mechanisms.</li> <li>▪ Experience of partnership working between organisations</li> <li>▪ Experience of advocacy and professionally representing and negotiating the needs/ambitions of others.</li> <li>▪ Experience of managing projects and working within teams and with multiple and varied stakeholders.</li> <li>▪ Experience of running training and skills development programmes.</li> <li>▪ Proven experience of writing for both lay and specialist audiences.</li> <li>▪ Experience of editing and copy-editing texts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of REF submission process relating to KE and impact.</li> <li>▪ Experience of collaborative research and business development, ideally in an HEI environment.</li> <li>▪ Experience of working in the cultural/creative sector or education sector.</li> </ul>
<b>Qualifications, certification and training</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level or significant work experience in a relevant role.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Degree in Arts, Humanities or Social Science subject area.</li> <li>▪ Postgraduate qualification in Arts and Humanities or Social Science area.</li> </ul>



## Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

<b>Valuing people</b>	Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
<b>Taking ownership</b>	Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
<b>Always inclusive</b>	Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

