



<b>Job title</b>	REF Impact Manager	<b>Job family and level</b>	Administrative, Professional and Managerial (APM) Level 4
<b>School/ Department</b>	Research & Innovation	<b>Location</b>	Jubilee Campus

## Purpose of role

The REF Impact Manager will play a key role in the strategy, planning and delivery of the Impact and Engagement elements of the institutional REF29 submission. Working with the RKE Excellence Manager, they will support colleagues across the university to manage the identification, development and preparation of REF impact case studies and statements, provide advice and guidance on the impact element of REF and support the RKE Excellence Manager in the delivery of impact review activities at the University.

The key responsibility for the postholder will be the management and coordination of the detailed preparations of the Impact and Engagement elements of the University's REF2029 submission in order to produce the highest quality return. Working collaboratively with a wide range of colleagues across the institution, the role holder will be the University's central contact point for all REF Impact queries, staying up to date on relevant guidance as this develops, and acting as a subject matter expert.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<b>Strategic Management</b> <ul style="list-style-type: none"> <li>▪ Support the development of the Institutional REF Impact Strategy</li> <li>▪ Monitor and report on preparedness of all impact related aspects for REF, including strategic mapping to support decision making</li> <li>▪ Support the governance of the REF process, providing secretariate support to the REF Impact Working Group</li> </ul>	20%
2	<b>Operational Management</b> <ul style="list-style-type: none"> <li>▪ Support the design and implementation of an effective operational plan and timetable to prepare the University's submission to REF, taking a lead role in the impact elements of the submission</li> <li>▪ Support the design and implementation of mechanisms to share best practice amongst UoAs for all REF Impact and ICS related activities and processes</li> <li>▪ Coordination of institutional level review processes for Impact</li> </ul>	40%

	<ul style="list-style-type: none"> <li>▪ Provide advice and guidance for drafting of ICS' and Disciplinary level Impact statements</li> <li>▪ Provide support and guidance for the faculty based Impact Officers, ensuring commonality of working practices across all areas</li> </ul>	
3	<p><b>Analysis and Benchmarking</b></p> <ul style="list-style-type: none"> <li>▪ Coordinate the collection and preparation of all data and narrative elements; assembling, interpreting and analysing information and preparing regular briefings, reports relating to the impact elements of the submission</li> <li>▪ Build transparent and responsible assessment practices that align with the university strategy and values</li> <li>▪ Act as the main contact point for audit queries relating to the impact element of the submission</li> </ul>	20%
4	<p><b>Subject matter expertise</b></p> <ul style="list-style-type: none"> <li>▪ Develop an in-depth knowledge of the assessment framework, guidance and criteria relating to impact for REF29 and provide advice and guidance for the interpretation of these elements of the guidance</li> <li>▪ Act as the University's contact point, internally and externally, on the impact elements of research assessment and provide authoritative expert advice on the development of assessment strategy and external assessment guidance, criteria and working methods</li> <li>▪ Develop and deliver training and organise events to promote the assessment within the University</li> <li>▪ Ensure that key stakeholders with impact related responsibilities understand their roles, co-ordinating their activities as required</li> <li>▪ Ensure that the research strengths and impact of the University's research is communicated and highly visible internally, locally and globally</li> </ul>	15%
5	<p><b>Contributing to broader team and departmental objectives</b></p> <ul style="list-style-type: none"> <li>▪ Work closely with other R&amp;I teams to keep abreast of changes to the landscape which may influence and inform future direction and delivery of the research strategic delivery plan</li> <li>▪ To actively support the R&amp;I Culture &amp; People Plan and R&amp;I's responsibilities in relation to EDI</li> </ul>	5%

## Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Strong Project Management skills with the ability to prioritise the individual elements of a programme of work whilst working under pressure, achieving targets and responding quickly and flexibly to changing demands and new opportunities</li> <li>▪ Excellent analytical skills and proven able to interpret guidelines, synthesise findings and analyse large quantities of data with a meticulous attention to detail</li> <li>▪ Highly developed verbal and written communication skills with the ability to engage with staff at all levels and to convey complex information clearly and concisely, identifying the key messages for the audience.</li> <li>▪ High levels of computer literacy with experience of interrogating data and curating data for reports.</li> <li>▪ Demonstrable commitment to the University's strategy, vision and values with an emphasis on professionalism and promotion of a culture of excellence, innovation, collegiality and continuous improvement.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of the Research Excellence Framework</li> <li>▪ Knowledge and understanding of all elements of Impact and Engagement relating to research</li> <li>▪ Ability to project-manage large scale initiatives, at a strategic and operational level with experience of applying the principles of project management in a flexible and appropriate manner.</li> <li>▪ Experience of working with senior management with the ability to develop expert knowledge in a research policy environment.</li> <li>▪ Experience of conducting monitoring and evaluation of projects and programmes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of KEF and HE-BCI</li> <li>▪ Experience of working in research or planning in a higher education institution</li> <li>▪ Experience of developing and providing training and development activities</li> <li>▪ Operational experience of a national research assessment submission</li> </ul>

<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"><li>▪ Educated to degree level or equivalent</li></ul>	<ul style="list-style-type: none"><li>▪ Project management qualification</li></ul>
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## 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:

- Valuing people** 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.
- Taking ownership** 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.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** 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.
- Always inclusive** 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

