



<b>Job title</b>	Research Excellence Framework (REF) Impact Officer	<b>Job family and level</b>	Administrative, Professional and Managerial Level 4
<b>School/ Department</b>	Faculty of Science Faculty of Medicine and Health Sciences	<b>Location</b>	University Park, Jubilee Campus or Sutton Bonnington

## Purpose of role

The Research Excellence Framework (REF) Impact Officers will play a key role in the strategy, planning and delivery of the Impact and Engagement elements of the institutional REF2029 submission. Working closely with Unit of Assessment (UoA) Leads and impact case study authors, 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 in the delivery of impact review activities at the University.

The impact case studies will demonstrate the wide and varied benefits of research undertaken and the University to the economy, society, culture, policy, health and the environment and quality of life both nationally and internationally. In addition to working closely with both academic and professional services staff at the University, the role holder will engage with external bodies to collect the evidence of research impact required for the case studies.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	Provide expertise to UoAs on REF impact case study eligibility and development. Develop good practice in terms of Impact Case Study identification, development and write up.	30%
2	Work with impact case study authors to develop and enhance potential impact case studies for submission to REF2029. This will involve developing a narrative, gathering and storing evidence to support case studies and liaising with external bodies as required.	50%
3	Support periodic reviews of progress for REF2029 ensuring records are kept securely and up to date.	10%
4	Liaise with colleagues from other UoAs to identify and support cross UoA case studies and to identify and promote opportunities for further funding that can enhance impact.	5%
5	Assist on other knowledge exchange, impact and REF-related activities within a UoA as required	5%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational and IT skills, in particular MS Office. 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>▪ 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>▪ Proven analytical and problem solving capabilities including an ability to research information sources and a high level of numeracy and literacy.</li> <li>▪ Ability to work calmly under pressure and against tight deadlines whilst paying close attention to detail.</li> <li>▪ Ability to work independently and use own initiative and judgement.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Awareness of the Research Excellence Framework.</li> <li>▪ Awareness of Impact and Engagement relating to research.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge and understanding of KEF and HE-BCI</li> <li>▪ Experience of working in a higher education institution</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>	



## 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

