

**Job Description**

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| **Job title:** | **Evidence and Evaluation Coordinator** |
| **Department/School:** | **Research and Innovation Services** |
| **Grade:** | **7** |
| **FTE** | **0.6 – 0.8 FTE** |
| **Contract** | **12 Month, Fixed Term Contract** |
| **Location:** | **Claverton Campus** |

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| **Job purpose** |
| We have a new role for an individual with previous experience of evaluating and evidencing impact who are keen to apply their skills to measuring the impact of our research. We are looking for someone with strong analytical, evaluation and appraisal skills with a background in Humanities and Social Science and / or a background in Science, Technology, Engineering and Mathematics (STEM).  The principal aim of this role will be to work with academics and research support staff to help evidence and evaluate the impact of their research. This will include the evaluation of various routes to impact including, but not limited to, public engagement, industry collaborations, innovation, policy development and commercialisation. The role will also support the University’s research that is likely to contribute to an Impact Case Study as part of the University’s submission to the Research Excellence Framework (REF) in 2020.  To achieve this aim, the role will need to:   * Work with the Research Impact Team, Associate Deans (Research), Departmental Impact Champions and other research support staff to develop and provide a range of support mechanisms to help our academic staff to evidence and evaluate the impact of their research; * Work with academics to build in appropriate monitoring and evaluation approaches as an integral part of their pathways to impact and research impact planning; * Work alongside academics and research support staff to identify, capture and evidence the impact of their research, with a focus on high quality REF impact case studies for submission in 2020; * Work with the Head of Research Information & Intelligence (RII), Research Impact Manager and Impact Operations Group to deliver the mock REF exercises; * Work with the Research Maketing Manager to support the communication and dissemination of our impactful research including the promotion of our REF impact Case Studies. * Work in partnership with other Research & Innovation Services staff and professional services, to deliver the University of Bath Research Strategy and embed a culture of impact across the University of Bath, as part of a cross-university impact team; this will include contributing to training and development opportunities, tools and resources.   The role is based in Research & Innovation Services (RIS), but will collaborate closely with the Public Engagement Unit, Institute of Policy Research, Bath Institute of Mathematical Innovation, Alumni, Marketing & Communications and Press Office, as part of a cross-university impact team all contributing to impact support in different ways. The role will also co-ordinate with the Library, Finance and Registry on the broader REF preparations. The postholder will also need to work with RIS staff including but not limited to: Research Impact Manger, IAA Project Manager and IAA Project Coordinator, Industrial Partnerships Managers, Research Commercialisation Managers and Research Development Managers. |

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| **Source and nature of management provided** |
| Reports to Research Impact Manager |

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| **Staff management responsibility** |
| This role has no line management responsibility |
| **Special conditions** |
| None |

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| **Main duties and responsibilities** | |
| **Impact** | |
| 1 | To work with the Research Impact Team, RIS and other professional services to contribute to the development and delivery of resources, tools, training and development to help the University and academics to evaluate and evidence the impact of their research. |
| 2 | To support academics and professional service staff to embed appropriate monitoring and evaluation into their research projects with a focus on pathways to impact and impact planning. |
| 3 | To support academics who are developing their REF impact case studies to identify, capture and evidence the social and economic impact of their research in line with University and Research England REF submission guidelines. |
| 4 | To support academics to record evidence of impact of their research in line with University research information management mechanisms (PURE). |
| 5 | Work with academics to identify opportunities to enhance and accelerate the impact of their research. |
| 6 | To contribute to effective communication structures and channels to maximise the potential for accelerating the impact of University research. |
| 7 | To contribute to the Impact Operations Group activities helping to share resources and learning across the University to help embed a culture of research impact. |
| 8 | Work with the Head of RII, Research Impact Manager and other research support staff to help academics articulate the impact of their research in the form of high quality REF Impact Case Studies in line with published requirements. |
| 9 | Work with the Research Information Coordinator to contribute to the planning of the University’s submission for national research reporting and assessment initiatives, such as the Research Excellence Framework (REF). |
| 10 | Contribute to the work of the Research Information & Intelligence (RII) Team by identifying improvements to research information systems, processes and reporting. |
| 11 | Develop and maintain an awareness and understanding of higher education policy developments; such as Industrial strategy, Areas of Research Interests, UK Research and Innovation (UKRI), Research England; identifying opportunities for our research, research impact and University. |
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| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.  You are required to follow all University policies and procedures at all times and take account of University guidance | |

**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Educated to degree level or equivalent | √ |  |
| Relevant postgraduate research degree or equivalent commercial experience |  | √ |
| PRINCE2 project management qualification |  | √ |
| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Previous experience of conducting evaluations particularly impact evaluations and case study development (summative, impact evaluation) | √ |  |
| Experience of conducting literature / evidence reviews to inform decision-making | √ |  |
| Experience of building strong positive working relationships across different disciplines and organisations | √ |  |
| Proven networking capabilities and communication skills to identify, encourage and sustain effective working relationships with an understanding of how to facilitate an academic/industry collaboration an advantage | √ |  |
| Experience of evaluating a range of activities that lead to impact, such as public engagement, business development, translation (Formative, process evaluation) | √ |  |
| Experience of measuring, assessing and evaluating impact in an academic or research setting |  | √ |
| An understanding of the challenges and solutions to articulating and evidencing the impact of research |  | √ |
| Knowledge of the Higher Education sector, in particular relating to the impact agenda |  | √ |
| Experience of helping others to articulate the impact of their work including academic staff |  | √ |
| Experience of interpreting and applying REF criteria and articulating impact in the context of the Research Excellence Framework (REF) |  | √ |
| Experience of research management and exploitation of research outcomes |  | √ |
| Business development experience |  | √ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Strong analytical and critical appraisal skills with ability to assimilate complex issues | √ |  |
| Excellent communication skills, reporting regularly (oral and written) complex or detailed specialist information in relation to project activity | √ |  |
| Ability to engage stakeholders to design, plan and deliver evaluations | √ |  |
| Good influencing and negotiation skills with drive and passion to champion evaluation and research impact | √ |  |
| Ability to work to work autonomously, to strict deadlines and under pressure, often with diverse and ill-defined briefs | √ |  |
| Personal drive and desire to achieve results | √ |  |

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |