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**Job Description**

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| **Job title:** | **Research Impact Manager** |
| **Department/School:** | **Research and Innovation Services** |
| **Grade:** | **8** |
| **Location:** | **Claverton Campus** |

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| **Job purpose** |
| The principal aim of this role is to work with academics and Research & Innovation Services staff to help develop a consistent approach to planning for impact and on the University preparations for the next REF.  The role will ensure that there are a range of supportive mechanisms available to academic staff to help them progress their pathways to impact from the planning stages right through to capturing evidence of impact. The role of planning for impact includes:   1. Assisting academics, Research & Innovation Services staff and other professional services, to embed a culture of impact across the University of Bath, as part of a cross-university impact team; 2. Supporting the Departmental Impact Directors and Faculty impact support personnel to implement their impact plans and develop impact case studies; 3. To develop best practices to enable academics to plan for impact thereby embedding a culture of Impact, promoting the need to work with external organisations and building their knowledge exchange and impact skills; 4. Working with academics who are likely to be developing Research Excellence Framework (REF) case studies, or cases for other initiatives to showcase our social and economic impact, to understand, capture and evaluate the evidence associated with research outcomes;   The broader REF role includes:   1. Working with the Head of Research Information & Intelligence (RII) to plan and manage mock REF exercises; 2. Providing accurate and comprehensive information on the impact aspects on our REF preparations to University and Faculty committees;   The role is based in Research & Innovation Services, but co-ordinates with the Public Engagement Unit, IPR, RDU, Bath IMI, 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 Project Managers, Research Development Managers, Industrial Partnerships Managers, and Research Commercialisation Managers. |

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| **Source and nature of management provided** |
| Reports to Head of Research Information and Intelligence |

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| **Staff management responsibility** |
| This role will line manage those staff supporting the REF submission (Research Information Coordinator). |
| **Special conditions** |
| None |

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| **Main duties and responsibilities** | |
| **Impact** | |
| 1 | To develop best practices to enable academics to plan for impact thereby embedding a culture of Impact; the advice and activities stimulated, should fully reflect University strategy and policies. |
| 2 | To then implement new practices across the University of Bath including the development of new training materials and opportunities. |
| 3 | To establish and/or contribute to effective communication structures and channels to maximise the potential for planning for impact. |
| 4 | To lead on the development of tools for academics to use to plan for impact. |
| 5 | To support academics to capture evidence of social and economic impact consistent with University research information management mechanisms. |
| 6 | To lead on the development of case studies for the REF and other initiatives that promote our social and economic impact, in line with University REF submission guidelines. |
| 7 | To support Departmental Impact Directors to deliver their departmental impact plans and prepare their REF impact case studies. |
| 8 | To support the Impact Operations Group |
| **REF** | |
| 9 | Work with the Head of RII to develop and deliver a detailed plan that will be used by the University in preparing for, and driving a REF submission in line with published requirements. |
| 10 | Provide accurate and comprehensive information on the impact aspects on our REF preparations to University and Faculty committees |
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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 |  | ✓ |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Proven ability to articulate the key issues and solutions to planning for impact within a University, inc. having presented at conferences & events | √ |  |
| Extensive experience of taking the lead on activities across a Faculty or University, specifically, helping academics to articulate pathways to impact | √ |  |
| Experience of articulating impact in the context of the Research Excellence Framework (REF) | √ |  |
| Broad experience of research management and exploitation of research outcomes | √ |  |
| Detailed knowledge of the Higher Education sector, in particular relating to the impact agenda | √ |  |
| Extensive close working relationships with academic staff | √ |  |
| Business development experience |  | √ |
| Experience of interpreting and applying REF criteria |  | √ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent influencing and negotiation skills | √ |  |
| Leadership skills to inspire and enthuse colleagues in professional services and the wider academic community | √ |  |
| Skilled at dealing with difficult people and situations | √ |  |
| Reporting regularly (oral and written) complex or detailed specialist information in relation to project activity | √ |  |
| Ability to work to strict deadlines and under pressure, often with diverse and ill-defined briefs | √ |  |
| Ability to think strategically and to contribute to strategic direction | √ |  |
| 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. |