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**Job Description**

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| **Job title:** | **Impact Development and Evaluation Manager** |
| **Department/School:** | **Research and Innovation Services** |
| **Grade:** | **8** |
| **FTE** | **0.6 FTE (21.9 hrs)** |
| **Location:** | **Hybrid – remote and Claverton Down Campus** |

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| **Job purpose** |
| The principal aim of this role is to support delivery of the University’s Research Impact Strategy through the development and evaluation of the University’s Impact Acceleration Account (IAA) funding to support our knowledge exchange and research impact.  This role will work with the EPSRC IAA Project Coordinator to effectively deliver the IAA programme of work, providing evalution and evidence for the ongoing development of the programme and and inform future business cases.  The role will establish an interdisciplinary translational hub between IAAs at the University of Bath to report on success to date, share learning, develop best practice and build opportunities for accelerating impact with external stakeholders and partners.  To achieve this aim, the role will need to:   1. Work with academics to help them to identify, capture and evidence the impact of their research; 2. Work with academics to identify opportunities to further enhance and accelerate the impact of their research. This may include developing industrial partnerships, public and policy engagement or building their knowledge exchange and impact skills; 3. Work in partnership with other Research & Innovation Services staff and professional services, to support a culture of impact across the University of Bath, as part of a cross-university impact team and develop high quality impact from our research; 4. Provide accurate and comprehensive information to the internal committees that oversee the programme and funder. 5. Support the development of future business cases and grant applications for IAA funding.   The role is based in Research & Innovation Services (RIS) but will collaborate closely with the academics and other professional services, including the Associate Deans for Research, Departmental Impact Directors, Public Engagement Unit, Advancement Office, Marketing & Communications, as part of a cross-University impact team all contributing to impact support in different ways. The post holder will also need to work collaboratively and flexibly with RIS colleagues, particularly those supporting impact, commercialisation, and knowledge exchange. Collaboration with external partners will also be a key part of the role. |

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| **Source and nature of management provided** |
| Reports to Head of Research Excellence and Impact.  Works alongside the Head of Technology Transfer, IAA Project Coordinator(s); other IAA Programme Manager(s); Research Impact Manager, Business Partnership & KE Managers. |

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| **Staff management responsibility** |
| This role will line manage the EPSRC IAA Project Coordinator. |

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| **Special conditions** |
| None |

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| **Main duties and responsibilities** | |
| **Impact** | |
| 1 | Work in collaboration with Head of Research Excellence and Impact Team and EPSRC IAA Project Coordinator to deliver the IAA Programme; taking a lead on the impact development and evaluation of IAA as a programme of impact generation and acceleration, including analysis of data. |
| 2 | To identify opportunities to maximise the potential for accelerating the impact of research and work with academic and professional services colleagues to capitalise on these. |
| 3 | To establish an interdisciplinary translational hub between IAAs at the University of Bath to share learning, develop good practice and build opportunities for accelerating impact with external stakeholders and partners. |
| 4 | To work with the Research Impact Team to develop and deliver tools for academics to evaluate and evidence the impact of their research. |
| 5 | To ensure that the evidence of impact captured is recorded in line with University research information management mechanisms (Pure). |
| 6 | To contribute to and evaluate effective communication structures and channels around the culture of impact; providing good practice examples of alternative methods and techniques, in collaboration with the Impact Team. |
| 7 | To support delivery of the University of Bath’s Impact Strategy , including the development and delivery of training materials. |
| 8 | To support the development of future IAA business cases and grant applications that are aligned to the University’s strategies to deliver high impact research. |
| 9 | To work with other IAA programmes (especially those in GW4) to share learning and build on good practice |
| **Communications and Engagement** | |
| 10 | Work with academics and professional services to deliver, develop and share high quality Impact Case Studies that are underpinned by research; help identify those that might be eligible for assessment exercises (such as REF) and awards. |
| 11 | Provide accurate and comprehensive information on the impact aspects on our research and IAA programme to the internal committees that oversee the programme (e.g. Research Impact Steering Group, Impact Assessment Group) and to UKRI. |
| 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 |  | √ |
| Project or Programme management qualification |  | √ |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Demonstrable 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 collaborations |  | √ |
| Experience of conducting literature / evidence reviews |  | √ |
| Experience of conducting evaluations including impact evaluation and case study development | √ |  |
| A demonstrable understanding of the challenges and solutions to articulating and evidencing the impact of research |  | √ |
| Detailed knowledge of the Higher Education sector, in particular relating to the impact agenda |  | √ |
| Extensive experience of taking the lead on activities across a Faculty or University (or equivalent in another organisation/sector), specifically, helping others to articulate impact | √ |  |
| Experience of interpreting and applying research evaluation and assessment criteria such as Research Excellence Framework (REF) articulating impact in these contexts |  | √ |
| Broad experience of research management and exploitation of research outcomes |  | √ |
| Experience of working in Higher Education and collaborating with academics |  | √ |
| Business and grant development experience and expertise |  | √ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Ability to think strategically and to contribute to strategic direction | √ |  |
| Leadership skills to inspire and enthuse colleagues in professional services and the wider academic community | √ |  |
| Excellent communication skills, reporting regularly (oral and written) complex or detailed specialist information in relation to project activity | √ |  |
| Ability to write compelling and strong case studies | √ |  |
| Strong analytical and critical appraisal skills | √ |  |
| Excellent influencing and negotiation skills and skilled at managing difficult people and situations | √ |  |
| Ability to coach and mentor others | √ |  |
| Ability to work autonomously, to strict deadlines and under pressure, often with diverse and ill-defined briefs | √ |  |
| Personal drive and desire to achieve excellent 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. |