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**Job Description**

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| **Job title:** | **Research Impact Manager** |
| **Department/School:** | **Research and Innovation Services** |
| **Grade:** | **8** |
| **FTE (Hours)** | **0.5FTE (18.25 hours)** |
| **Location:** | **Hybrid – remote and Claverton Campus** |

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| **Job purpose** |
| The principal aim of this role is to support the development and delivery of the University’s Research Impact Strategy.  The role will work collaboratively with 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. The role will lead on ensuring that there are a range of supportive mechanisms available to academic staff to help them progress their research impact. This will be from the early planning stages right through to capturing evidence of impact and sharing stories of impact through case studies.  The role includes:   1. Collaborating with key stakeholders to facilitate the successful implementation and delivery of the University of Baths Research Impact Strategy; 2. Providing expertise in helping others to plan for, deliver and evidence impact of their research. 3. Enable the Research Impact Coordinators to enable them to deliver high quality support; 4. Support the Faculty and Departmental Impact and Knowledge Exchange Directors, Faculty impact support personnel, and individual researchers to implement their impact plans and develop impact case studies; 5. To develop and test new ideas, develop best practices and share learning to enable academics to plan for and deliver impact including the benefits of working with external organisations (where appropriate) and building their knowledge exchange and impact skills; 6. 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 Excellence and Impact to deliver mock REF exercises to support impact case study development; 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 requires co-ordination and collaboration with teams across the University who contribute to impact support in different ways. This will include other professional services (such as the Advancement Office, International Office, Marketing and Communications), Institutes (such as Institute of Policy Research, Institute of Mathematical Innovation), Faculty and Departmental leads, . The role will also co-ordinate with the Library, Finance and Registry on the broader Impact and REF preparations. The postholder will work with and alongside other RIS staff including but not limited to: Research Project Managers, Research Development Managers, Business Partnerships and Knowledge Exchange Managers, Head of Public Engagement, and Research Commercialisation Managers. |

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

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| **Staff management responsibility** |
| This role will line manage two Research Impact Coordinators |

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| **Special conditions** |
| None |

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| **Main duties and responsibilities** | |
| **Impact** | |
| 1 | To support the Head of Research Excellence and Impact to develop and implement the University Research Impact Strategy, leading on implementation. |
| 1 | To support the University to embed a culture of Impact to deliver the University’s strategy and in line with wider University policies. |
| 2 | To develop, test and implement new, innovative and/or evidence informed best practice across the University of Bath to enable academics to plan for, deliver and evidence impact 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 enabling and achieving impact. |
| 4 | To lead on the development of tools for academics to use to achieve impact, including building impact into their project plans and grant applications from the outset. |
| 5 | To support academics to capture and record evidence of social and economic impact consistent with University research information management mechanisms. |
| 6 | To support the development of case studies for key assessment exercises (such as the REF) and other initiatives that promote our social and economic impact, in line with University assessment and 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 and other wider research impact and research excellence framework (REF) committees |
| **REF** | |
| 9 | Work with the Head of Research Excellence and Impact 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 |
| 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** |
| Extensive experience of supporting others to plan for, deliver and evidence impact | √ |  |
| Extensive experience of developing and implementing monitoring and evaluation plans to capture progress towards and delivery of impact | √ |  |
| Broad knowledge of associated methodologies and approaches in impact planning and evaluation, including Theory of Change | √ |  |
| Experience of planning and delivering training and development opportunities. Experience of planning, delivering and facilitating workshops. | √ |  |
| Proven ability to articulate the key issues and solutions to planning for impact within a University (or equivalent organisation), inc. having presented at conferences & events | √ |  |
| Extensive experience of taking the lead on activities across a Faculty or University (or equivalent) specifically, helping others to plan for 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 |  | √ |
| Experience of developing extensive and effective close working relationships and networks with a broad range of stakeholders | √ |  |
| Business development experience |  | √ |
| Experience of interpreting and applying REF criteria |  | √ |
| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent influencing and negotiation skills | √ |  |
| Excellent facilitation skills |  |  |
| Leadership skills to inspire and enthuse colleagues across organisations | √ |  |
| 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. |