1   Advertisement

Post Title: Research Quality & Impact Manager
School/department: Research & Enterprise Services/Research Information, Quality & Impact
Hours: Full time or part time hours considered up to a maximum of 1 FTE. Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 21998
Salary: starting at £37,099 to £44,263 per annum, pro rata if part time
Placed on: 23 October 2023
Closing date: 06 November 2023. Applications must be received by midnight of the closing date.
Expected Interview date: To be confirmed
Expected start date: As soon as possible

About the role
Applications are invited for this full time post in Research and Enterprise Services (RES), which is responsible for providing professional services support for the University's research and knowledge exchange activities. RES is a leader in supporting the development of ideas, innovations, and solutions that contribute to the global community.

Following on from our excellent REF 2021 results, this is a fantastic time to join the Research Information, Quality & Impact (RIQI) team, and this exciting role has a focus on helping the University build its submission towards the next Research Excellence Framework (REF) exercise.

The successful candidate will have the opportunity to work with academic and professional services colleagues across the institution, bringing their knowledge and experience in research quality and impact to support the development of the three core REF elements (people, culture and environment; contribution to knowledge and understanding; and engagement and impact).

About you
You will have a good understanding of the principles of research assessment and, in particular, the processes which underpin the REF.

You will have strong written and analytical skills, display excellent attention to detail, and demonstrate an ability to communicate complex information to specialist and non-specialist audiences both in writing and orally.

You will be able to manage and prioritize work from multiple sources and to function both as part of a team and independently, taking the lead on projects as directed by the Senior Research Quality & Impact Manager.

You will ally your expertise in research assessment with strong negotiating and influencing

skills to guide and support academic and professional services colleagues across the institution.

Why work here…
Our University is situated just off the A27, next to the beautiful South Downs where you will enjoy everything that our 150-acre campus has to offer. We are easily accessible by public transport; a 5-minute walk from the train station and bus stops within the campus. We have dedicated cycling paths and encourage our staff to cycle to work with our offering of a cycle to work scheme.

Sussex is a renowned, research-led international University and this is only possible because of the people that work here. Whether you are Faculty, student, or a member of a Professional Services Team, it's our people that make us great and we want you to be part of that.
The benefits that you will receive from day one:
• Generous pension scheme.
• Life insurance of up to 3 times your annual salary for any pension-enrolled employees.
•The option to purchase additional Annual Leave though our Scheme for a great home and work life balance
• Discounts on public transport, Cycle to work Scheme, and special rates in hotels in Brighton and the Sussex region.
• Discounts on high-street shops through our Rewards partner, along with a Cash back Health Plan.
• Considerable discount on our on-site Gym Facilities because we care about our employees' Health and Wellbeing

Please contact Mark Chee (Head of Research Information, Quality & Impact; m.chee@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our vacancies page

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2.   The School / Division

Please find further information regarding the school/division at
https://www.sussex.ac.uk/research/about/research-and-enterprise

3.   Job Description

Job Description for the post of: **Research Quality & Impact Manager**

Department: **Research & Enterprise Services**

Section/Unit/School: **Research Information, Quality & Impact**

Location: **Falmer House/hybrid**

Grade: **7**

Responsible to: Senior Research Quality & Impact Manager

Responsible for: n/a

Key contacts: Head of Research Information, Quality and Impact; Deputy Pro-Vice-Chancellor (Research), Director of Research & Enterprise Services, Directors of Research and Knowledge Exchange (in Schools), Unit of Assessment Leads (in Schools), Senior Research Managers, Assistant Research Managers, Library Research Support Team.

Role description:

To support the Senior Research Quality and Impact Manager as a subject matter expert in the areas of research quality and impact; to help lead the management of preparations for the Research Excellence Framework (REF); to support the development, recording and promotion of the University's research outputs (contribution to knowledge and understanding), engagement and impact, and environment (people and culture); and to undertake associated projects and activities.

PRINCIPAL ACCOUNTABILITIES

- Provide information, expert advice and guidance on all matters relating to research quality and impact, and to the Research Excellence Framework (REF) and any equivalent or associated exercises.
- Support the Senior Research Quality & Impact Manager in the management of preparations for the REF in line with specified requirements and standards, providing expert advice on risks, challenges, and opportunities (deputising for the Senior Research Quality & Impact where appropriate)
- Contribute to the management of the pipeline of research impact, particularly though not exclusively for a specific subset of academic Schools.

KEY RESPONSIBILITIES

- In support of the Senior Research Quality and Impact Manager and alongside the Research Impact Managers, act as an institutional subject matter expert in research quality and impact and in REF and associated policy, providing detailed advice and guidance to all levels of the institution, working to satisfactorily resolve complex issues when they arise.
- Ensure all University policy and procedure is in line with the requirements of the REF and any associated requirements and standards, while contributing to the development and review of policy and procedure.
- Work with internal stakeholders across the University to promote a culture of valuing and effectively supporting the development of research quality and impact; and liaise with relevant academic and Professional Services colleagues across the

- University to ensure good understanding of REF requirements, monitoring compliance where relevant.
- Contribute to planning of timetables and project documentation for the REF and for other projects such as delivery of majority events, ensuring that appropriate records are in place.
- Act as the Research Impact Manager for a specific subset of academic Schools and/or departments, providing detailed technical knowledge to guide and support to those Schools and departments on the development, recording and presentation of their research impact, particularly in relation to developing impact case studies for potential submission to the REF or any equivalent or associated exercise.
- Contribute to, and sometimes take a lead on, overall management of the research impact pipeline, especially but not only for the Schools in the specific subset allocated to this post, including maintaining and tracking longlists and shortlists of impact case studies through liaison with the Research Impact Managers and with School-based colleagues, and contributing to management of associated evidence, producing guidance, and liaising with the data protection team on relevant issues.
- Provide the in-depth knowledge and understanding to support, and sometimes take the lead on, the production of research environment ('people and culture') data, working with relevant colleagues to identify gaps in availability of the relevant data, and to develop solutions to them.
- Support the planning, organisation, management, and delivery of events for internal and external attendees, including acting as the lead organiser for some events.
- Design and deliver training and workshops on research quality and impact, the REF, and/or associated topics.
- Contribute to, and potentially lead on, preparation of internal communications materials on relevant topics, in formats such as emails, webpage content, social media content, and news stories.
- Maintain and update relevant information systems, in line with the Data Protection Act and other relevant legal and regulatory requirements.
- In partnership with other teams and divisions, e.g. the Library Research Support Team, contribute to the planning and testing of technical systems and administrative processes for purposes such as the management of research outputs and impact data for the REF; and contribute to the development of guidance and advice for users of these systems and processes.
- Contribute to the preparation and delivery of both quantitative and qualitative analysis of outputs profiles, and work effectively with the Research Intelligence Advisor on this and associated tasks.
- Contribute to preparing ad hoc and regular management reports and/or presentations to the University Executive Team, Research & Knowledge Exchange Committee, Senate, REF Steering Group and any other committees or groups as required. Act as the chair and/or secretary to particular groups as and when required. Assist with the management of the REF Steering Group, and any internal management or advisory groups established for REF, preparing and presenting papers and covering for the SRQIM when necessary.
- Provide advice to senior managers and any relevant stakeholders on the quality and readiness of REF submission materials, or on other matters within the remit of this role.
- Undertake the role of the institution's lead advisor, under the Senior Research Quality & Impact Manager, on research quality, impact, and the REF.

- Provide cover for any aspect of the Senior Research Quality & Impact Manager's responsibilities as and when required.
- Organising and providing secretariat support for meeting as required.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have responsibilities for equipment or premises.

- The post holder reports to the Senior Research Quality and Impact Manager within the Research Information, Quality and Impact team in the Research and Enterprise Division. Working under general direction within a clear framework the post holder will manage their own work to achieve their agreed objectives. The role holder will play a key role in supporting the Research and Enterprise Services Divisional leadership team to achieve the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role.

2. A detailed applied and theoretical knowledge and understanding of issues in research quality and impact at policy and practical levels, and of the Research Excellence Framework (REF) and its requirements.

3.   Ability to lead and manage sessions featuring a range of colleagues from differing disciplines and service areas across diverse topics.

4.   Well-developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by the audience.

5.   Planning and organisational skills, including an awareness of project management tools and techniques.

6.   Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence and persuade in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks.

7.   Analytical skills with the ability to generate effective solutions and make effective decisions.

8.   Effective IT Skills on MS platform.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1.   Excellent working knowledge of key issues related to research quality and impact and their assessment, and of the requirements of the Research Excellence Framework (REF) and any equivalent or associated exercises.

2.   A detailed understanding of research publication processes and systems.

3.   An in-depth understanding of how real-world impact from research is generated, evidenced, and assessed.

4.   Experience of working within a UK university or a research policy environment (including for example within a UK research funding body).

DESIRABLE CRITERIA

5.   An understanding of policies related to open access to research from UK universities.

6.   Substantial experience working in a university or similar environment.

7.   A track record of delivering training and leading educational or information sessions or workshops.

8.   A track record of engaging with and delivering reports, analysis or other products for a senior management team.

9.   A track record of working within a changing or rapidly-developing policy environment.