1   Advertisement

Post Title: Assistant Research Impact Manager
School/department: University of Sussex Business School
Hours: Part time hours up to a maximum of 21.9 hours per week. Requests for flexible working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 10576
Salary: Starting at £31,411 rising to £35,333 per annum (pro rata if part time)
Placed on: 24 January 2023
Closing date: 06 March 2023 Applications must be received by midnight of the closing date.
Expected Interview date: TBC
Expected start date: ASAP

The University of Sussex Business School is seeking an Assistant Research Impact Manager to join the busy and highly successful Research Impact, Communications & Engagements (RICE) team. The team plays a vital role in delivering the School Research Strategy, which facilitates the production of world-class research across our 5 academic departments; ensuring our high-quality research is effectively disseminated and its benefits shared with stakeholders the world over, including governments, think tanks, businesses, charities and others.

Our research is renowned for tackling some of the greatest challenges of our time, from post-Brexit trade and the societal impacts of innovation, to climate change and the challenges of achieving the sustainable development goals. Our work is among the most highly cited in the world and our research income levels are consistently among the highest of any business school in the country.

This Assistant Research Impact Manager post is offered at the equivalent of 3 days per week (0.6 FTE), as part of a job share with our current Assistant Research Impact Manager. The role is crucial in supporting the School's efforts to optimise the real-world benefits of its research, maximising its usefulness for our stakeholders. The Assistant Research Impact Managers will work closely together in order to deliver a full range of impact support services to our academic staff, including advising on ways to achieve impact, designing impact plans for research applications, monitoring and evaluating instances of impact, and preparing impact case studies for the REF and for other reporting purposes.

Please contact Richard Taylor, Senior Research Manager, 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.

2.   The School / Division

The University of Sussex Business School is a research-intensive, interdisciplinary school, which takes a strong policy-directed view on business practices while also developing the underlying core disciplines. The School produces cutting-edge research that addresses real-world issues, pressing global policy agendas and business practices, with particular strengths in sustainable development and innovation, energy policy and net-zero, climate finance, sustainable supply chains, inclusive trade, food systems and work in the digital age.

The School is committed to the University's vision to understand and help address the grand issues of our time, by challenging conventional thinking and discourse, being creative and open in our approach and innovative in our methods in order to produce world-class research with impact.

3.   Job Description

Job Description for the post of: Assistant Research Impact Manager
Grade: Grade 6
School/Division: Business School
Location: Essex House
Responsible to: Research Impact, Communications and Engagement Manager
Direct reports: Up to 1 member of the Research Impact, Communications and Engagement (RICE) team (TBC)
Key contacts: Other members of the Research Impact, Communications and Engagement (RICE) team, School Research Manager and Senior Research Manager; School Associate Dean for Research & Engagement; School Directors of Research & Knowledge Exchange; other Professional Services colleagues with remits to support impact and knowledge exchange, in the School (e.g. External Engagement Manager, Centre) and across the University (e.g. Research Development Manager, Research Information, Quality & Impact team; Innovation & Business Partnerships team).

Role description:

The Assistant Research Impact Manager will be instrumental in developing and implementing the impact and knowledge exchange strand of the School's Research Strategy with the School Senior Research Manager and Associate Dean (Research) and wider research team.

The post will contribute to the development of PS systems, policies and processes that support delivery of the School Research Strategy, including enriching the School's research impact culture and capabilities.

The post helps to identify and maximise opportunities for impact and engagement, promoting the School's research to wide and diverse audiences in order to facilitate knowledge exchange and influence policy and practice, in turn supporting grant capture and performance in research and knowledge exchange assessment exercises.

PRINCIPAL ACCOUNTABILITIES

1. Work in partnership with faculty and other key stakeholders to develop and deliver research-driven strategies to support impact generation, knowledge exchange and complementary objectives.
2. Contribute to improving the School research community's impact culture, capabilities and capacity, including through training and communications, alongside supporting: network building; horizon scanning; planning and delivering engagement activities; outcome tracking; evidence collection; and case study development.

3. Manage, promote and maintain high quality Professional Services, engendering a culture of continuous improvement.

4. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

KEY RESPONSIBILITIES
1. Team leadership
1.1. Contribute to the leadership – and supervise the relevant outputs – of team members, to support the achievement of impact-related targets and objectives.
1.2. Support the allocation of available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members.
1.3. Ensure team understanding and application of operational standards are embedded in the methods of working.
1.4. Support the development of others, providing training and coaching in area of expertise.
1.5. Foster an ethos of continuous improvement.

2. Service Delivery
2.1. Working within university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team targets and objectives.
2.2. Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
2.3. Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
2.4. Maintain appropriate records and documentation commensurate with policy and procedure.
2.5. Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.
2.6. Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

3. Policy and Procedure

3.1. Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2. Contribute to policy decisions and improvement in area of expertise.

4. Customers and Stakeholders

4.1. Proactively work with internal and external stakeholders, colleagues or students to ensure the effective service delivery, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Role-specific Responsibilities

5.1. Develop academic and professional service colleagues' capability through a range of support and training, to build impact literacy across the School, ranging from drop-ins, 1:1s and working with groups to support emerging impact and KE, as well as enable researchers to promote their work more effectively and engage widely, both internally and externally.

5.2. Working as part of a team, co-ordinate the development of best practice guidance documents and contribute to the design and delivery of training and skills-development provision to support the expansion of effective KE and impact activity across all academic career stages and, where appropriate, professional service staff training.

5.3. Provide support to academics to enable the successful delivery of more established KE and impact activities relating to their research projects to maximise KE and impact potential.

5.4. Work collaboratively with other relevant professional services, researchers and key stakeholders to identify and maximise external funding and University-wide opportunities where impact and KE are the focus. This will include signposting researchers to internal funds, such as the ESRC Impact Acceleration Account (IAA) – a dedicated fund that enables researchers in the social sciences to bring about positive changes in the wider world beyond academia working with external partners on real-world challenges.

5.5. Develop processes and systems that enable the oversight, management and regular support of the School's pipeline of research impact activity and outcomes.

5.6. Coordinate (in collaboration with other members of the RICE team, and of the University's Research Information, Quality and Impact team) the School's Impact Case Study submissions to national research assessment frameworks (such as REF) and support other internal and external assessment exercises as necessary.

5.7. Work with KE professional services colleagues from across the University to develop effective approaches to develop and evaluate KE projects for external knowledge exchange assessment frameworks (such as KEF).

5.8. Develop and maintain a portfolio of best practice KE and impact exemplars that can be used to promote our academics and our School in relation to research and knowledge exchange.

5.9. Work with faculty, the broader RICE team, and other relevant PS teams, to communicate and celebrate the School's research activity and achievements (internally and externally) through a variety of outputs, including web, media, social media, and bespoke publications.

5.10. Provide regular and timely internal communication about research impact and contribute to periodic research reporting as necessary

5.11. Maintain an understanding of developments in research-related policy and strategy relevant to the School's subject areas and key stakeholder sectors, both internally and externally, including in relation to funding, assessment, and other areas with implications for the School's research profile and operations.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

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

INDICATIVE PERFORMANCE CRITERIA

- Line managing up to 1 member of the Research Impact, Communications and Engagement (RICE) team (TBC)

- This post currently has no budget management responsibility.

- The post holder reports to the Research Communications Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder may be 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/Unit's/School'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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the role (see role-specific criteria below).

2. Effective project management, planning and organisational skills, including ability to work independently and as part of a team.

3. Well-developed interpersonal skills with the ability to influence in area of expertise, negotiate effective outcomes, and to build and develop strong working relationships.

4. Analytical skills with the ability to generate effective solutions and make effective decisions, delivering high quality work efficiently under pressure, within demanding timescales.

5. Effective IT Skills on MS platform. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

6. A practical knowledge and understanding of research impact, communications and engagement.

7. Experience of designing impact strategies and plans, and/or monitoring and evaluation, such as for research projects.

8. Excellent communication skills with the ability to interpret, explain and adapt information in a way that can be understood and used by others.

9. Experience of developing and delivering training, guidance or resources.

10. Experience writing content for a range of purposes and audiences, and editing and proof-reading content with a high level of accuracy and attention to detail.

11. Ability to understand and communicate complex research material from a range of academic disciplines to non-expert audiences.

12. Ability to develop and support networks.

13. Experience of developing and/or maintaining activity tracking systems.

DESIRABLE CRITERIA

1. Relevant experience in a similar role, preferably in a university or similar environment.

2. Knowledge of the Higher Education sector and, in particular, policies and processes relevant to research impact and/or knowledge exchange.

3. Experience of line management, and/or of delegating or supervising others' work.

4. Broad interest in – and understanding of – social sciences research and, in particular, the Business School's subject areas.

5. A good grasp of design principles and ability to use Adobe InDesign and Photoshop.

6. Understanding of policy and media engagement processes, including how to identify and respond to relevant opportunities and support academics to participate.

7. Experience of coordinating and drafting material for submission to external research assessments or awards, or for reporting purposes.

8. Experience of delivering work in compliance with specific requirements (e.g. following branding or accessibility guidance), and/or advising others in relation to these.