1 Advertisement

Post Title: Research Impact Coordinator
School/department: University of Sussex Business School
Hours: full time and part time hours considered up to a maximum of 36.5 hours per week. Requests for flexible working options will be considered subject to business need.
Contract: fixed term until 30 November 2020, with the possibility of a short extension
Reference: 1976
Salary: starting at £29,515 to £33,199 per annum, pro rata if part time
Placed on: 13 August 2019
Closing date: Friday 6 September 2019. Applications must be received by midnight of the closing date.
Expected Interview date: 19/20 September 2019
Expected start date: TBC

The University of Sussex Business School seeks to recruit a Research Impact Coordinator who will be charged with continuing the preparation of the School’s impact case portfolio for the upcoming REF 2021 exercise. The REF is an exercise of critical importance for the University’s academic reputation and financial position, and the impact case studies are worth 25% of the total outcome for the submission.

The post holder will work closely with the DRaKE, Research Manager, Research Communications Manager and academic faculty to prepare the School’s impact case portfolio for REF2021. This will include: guiding, writing and refining REF impact case studies; ensuring eligibility and compliance with REF guidance; facilitating evidence gathering and collation; leading the School’s participation in the University’s impact review processes and managing the submission of impact case studies to the REF.

Working closely with the Research Communications Manager, the post holder will also work more broadly to maximise and communicate impact generation of research across the School. This will include monitoring policy processes to identify engagement opportunities and providing high-level communications support to facilitate engagement and knowledge exchange with external research audiences.

The successful candidate will have excellent professional skills in communication and editorial work, with a track record of producing effective material for both generalist and specialist audiences, and with a detailed understanding of REF policy.

Informal enquiries may be made to Katherine Davies (K.S.Davies@sussex.ac.uk)

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**

Here at University of Sussex Business School, we help you to see further. We don't just take the world for granted as it is, but think about how it could be. Our work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future.

Our School draws on many of Sussex's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

Our vision is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Our mission to achieve this vision is to:

- carry out high-quality research and develop innovative policy
- develop current and aspiring leaders who will champion critical and original thinking
- work internationally with businesses, governments, and others to deliver innovative approaches to management.

3. **Job Description**

The postholder will lead the development of the Business School's impact case studies for REF2021. The REF is an exercise of critical importance for the University’s academic reputation and financial position, and the impact case studies are worth 25% of the total outcome for the submission. The post holder will also work more broadly to maximise and communication impact generation of research across the School.

**Department: N/A**

**Section/Unit/School:** Business School

**Location:** Jubilee Building

**Grade:** 6

**Responsible to:** Research Communications Manager

**Responsible for:** N/A

**Key responsibilities:**

1. **Drive and facilitation impact generation, through high-level communications support**
   1.1. Proactively monitor, identify and disseminate opportunities for research communication, knowledge exchange and potential impact.
   1.2. Work with faculty to produce targeted communications materials for engaging with specific external audiences, collating, drafting and structuring content for e.g. written evidence submissions to Parliamentary inquiries, or development of policy briefs, etc.
2. **Coordinate and administer support for impact**
   2.1. Administer School impact funding, including: coordinating applications; checking and advising on plan / budget feasibility; managing the application review process; recording and communicating outcomes; administering spending via Unit 4; working with faculty to facilitate spending in order to maximise impact generation.
   2.2. Coordinate requests for workload allocation for impact case leads, via a similar procedure as above.
   2.3. Develop and promote systems and strategies for logging impact activities and capturing outcomes and evidence, adapting where appropriate to the capacity, requirements and preferences of individual faculty members.
   2.4. Prepare regular reports for the DRaKE on research impact activities and case study developments, for internal use e.g. SMT meetings.
   2.5. Identify impact funding opportunities and provide guidance and support to faculty for submissions to such funding applications.

3. **Act as an expert advisor on REF impact, and promote impact awareness and activity in the School**
   3.1. Act as the School’s chief expert on REF impact, with a thorough understanding of the REF requirements and rules, and the ability to apply these in practice and communicate them effectively to colleagues, and to build or sustain networks with impact experts across the HE sector.
   3.2. Maintain an up-to-date understanding of REF criteria through monitoring official channels as well as engaging with networks of impact experts across the HE sector.
   3.3. Build capacity and awareness of the REF impact agenda through providing training, workshops and briefings for colleagues and/or commissioning such training from others, inviting feedback and adapting content as necessary.
   3.4. Further promote understanding of – and engagement with – impact through: holding weekly impact drop-ins and providing bespoke impact consultations as needed; producing and circulating periodic “REF Bulletin” emails; meetings; sourcing and developing impact guidance and materials, to share as relevant.

4. **Coordinate the School’s REF impact submission**

   Lead the Business School’s preparation of its impact case studies for submission to REF 2021 and future REF assessments.
   4.1. Write and edit REF impact case studies, working independently to write cases or directly with case study authors to provide guidance and feedback on content, language and structure of impact case narratives, include the necessary supporting information, and ensure the completed template meets REF requirements.
   4.2. Plan and coordinate the School’s participation in University impact assessment processes, e.g. Mock REF, including: stimulating faculty participation, advising on – and implementing – necessary revisions required for each individual case study, and collating and submitting documentation.
   4.3. Develop and maintain a detailed database of the School’s shortlisted and emerging impact case studies, including key information on eligibility, risks and requirements, alongside feedback and grades from internal review exercises.
   4.4. Provide expert advice and guidance to senior managers and other key colleagues involved in REF regarding the quality and readiness of case studies, and inform the selection of the final case studies for submission from within a wider pool.
4.5. Identify and drive efforts to address problems or key concerns e.g. around REF eligibility, such as quality of underpinning research, in liaison with the DRaKEs, UoA leads and Research & Enterprise Coordinator.

4.6. Work directly with case study authors and, where necessary, with external contacts to source and secure robust evidence to support the claims made in the case studies.

4.7. Advise case study authors on processes and best practice for identifying, securing, storing, and reviewing the evidence necessary to support their case studies.

4.8. Contribute to the development of additional material beyond the REF impact case studies, for example to elements of the REF environment templates.

5. Raise visibility of School’s research impact

5.1. Work with the School’s Research Communications Manager to develop and maintain content on the School’s web pages and social media channels, including narratives on research impact in the School.

5.2. Work with the DRaKE, Research Manager and Research Communications Manager to develop strategy documents, presentations and other printed materials e.g. Annual Research Report, to showcase the School’s research impact activity and achievements.

5.3. Support the preparation of submissions to awards for impact (e.g. Sussex, ESRC impact awards), and of narrative reports to funders and accreditation bodies related to the impact of specific research.

5.4. In consultation with faculty, RQI Impact Officer and the Research Communications Manager, provide support to faculty in the development of impact statements for research bids. Work with research faculty to identify and embed pathways to impact into research projects, including applications to EU and UK funding bodies.

6. Play a key role in the School’s Research Impact, Communications and Engagement team, and work effectively as part of a broader network

6.1. Contribute to the team’s operation through provision of ad hoc cover, where critical to ensuring high-quality work is delivered to deadline.

6.2. Develop and maintain effective working relationships with relevant colleagues across the University through regular communications, to ensure coordination and complementarity, as well as best use of resources and sharing of best practice.

6.3. Attend and participate in meetings with senior internal stakeholders, such as termly Research Committee meetings and impact lead meetings held by RQI.

4. Person Specification

ESSENTIAL:
- High-level professional skills in communication and editorial work, with a track record of producing effective material that communicates complex information for both generalist and specialist audiences;
- Excellent proof-reading skills and attention to detail
- Solid knowledge of REF and research skills appropriate to identifying and evaluating impact
- Experience of maintaining systems for data indexing and storage
- Previous engagement with impact generation activities;
- Some previous experience of working directly with researchers;
Experience of handling confidential material in a safe, legal and effective way;
Ability to work as part of a project team operating to tight deadlines and with a range of individual priorities;
Experience of providing expert advice to senior managers or equivalent;
High-level organisational and planning skills, with experience of working to strict internal and external deadlines
Tactful, diplomatic negotiator

DESIRABLE:
- Previous experience personally writing or editing impact case studies for the REF;
- Ability to develop and support internal networks
- Broad knowledge of the School’s subject areas
- Understanding the UK policy structures