

1 Advertisement

Post Title: Head of Research Information, Quality & Impact (RIQI)

School/department: Research and Enterprise Services

Hours: Full-time hours considered up to a maximum of 1FTE.

Requests for flexible working options will be considered (subject to business need).

Contract: Permanent

Reference: 8437

Salary: starting at £51,799 to £60,022 per annum (with a discretionary range dependent upon skills and experience)

Placed on: 29 April 2022

Closing date: 25 May 2022. Applications must be received by midnight of the closing date.

Expected Interview date: week of 13-17 June

Expected start date: September 2022

An exciting opportunity exists to join the University of Sussex in a new leadership role as Head of Research Information, Quality & Impact (RIQI), to lead and manage the provision of strategic planning, information and analysis in support of the research portfolio.

As the service lead, you will ensure the provision of accurate data and information to key stakeholders, which in turn will promote the development of an impact culture across the University. You will lead initiatives to enhance the capability of academics to exploit the impact from their research, creating opportunities to promote the University's impact both internally and externally.

The post-holder will also ensure that appropriate systems and processes are in place to support the University's Research Excellence Framework (REF) submission, working with senior colleagues to strategically prepare and plan for the REF submission.

If you have experience of the provision of information and analysis in support of the research agenda, ensuring both impact and quality, alongside highly effective leadership skills and the ability to think strategically and develop excellent service provision, then we want to hear from you.

Please contact Emma Potts, Interim Director, Research and Enterprise Services (e.potts@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.

2. The School / Division

Please find further information regarding the division at <http://www.sussex.ac.uk/schoolsandservices/professionalservices/research-enterprise> and <https://www.sussex.ac.uk/research/>

3. Job Description

Job Description for the post of: Head of Research Information, Quality & Impact (RIQI)

Department:	Research and Enterprise Services
Location:	Falmer House/Hybrid
Grade:	9
Responsible to:	Director, Research & Enterprise
Responsible for:	Senior Research Impact & Quality Manager, Senior Research Information Systems Manager
Key contacts:	PVC Research & Enterprise, dPVC Research, DRaKEs, Heads of School, RES teams, other Professional Service Divisions, and School staff

The Head of Research Information, Quality and Impact will lead and manage the provision of strategic planning, information and analysis in support of the research portfolio. As the service lead, you will ensure the provision of accurate data and information to key stakeholders, which in turn will promote the development of an impact culture across the University. You will lead initiatives to enhance the capability of academics to exploit the impact from their research, creating opportunities to promote the University's impact both internally and externally.

The post-holder will also ensure that appropriate systems and processes are in place to support the University's Research Excellence Framework (REF) submission, working with senior colleagues to strategically prepare and plan for the REF submission. A key aspect of the role is to ensure that research performance-reporting supports the University's strategic objectives and complies with DORA principles.

This is a key role, ensuring the effective delivery of strategic objectives, alongside contributing to the wider work of the Research and Enterprise Services Division, working closely with the heads of each area, and as a member of the leadership team.

PRINCIPAL ACCOUNTABILITIES

1. Provide leadership to the Research Information and Quality Impact teams, to promote and maintain a high quality professional service, engendering a culture of continuous improvement.
2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are in place to deliver the planned services.
3. Set strategic direction and vision for the teams, ensuring resulting policies and services are in alignment with strategic objectives.

4. Work in partnership with Directors of Research and Knowledge Exchange (DRaKEs) and other internal and external stakeholders to ensure strategic alignment of service
5. Working closely with the Director and PVC R&E, plan for and provide strategic leadership of the REF submission, including acting as the subject matter expert for the REF Steering Group.

KEY RESPONSIBILITIES

1. Team Leadership

- 1.1 Provide leadership across RIQI, setting standards of service, targets and objectives
- 1.2 Ensure the appropriate allocation of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- 1.3 Set teams' direction and vision ensuring service and teams' culture are in strategic alignment with the institution.
- 1.4 Support the development of others, providing leadership and coaching in area of expertise
- 1.5 Foster an ethos of continuous improvement

2. Service Delivery

- 2.1 Working within overall university policy and procedure, and external submission systems, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives, meeting external delivery requirements.
- 2.2 Development of RIQI strategic plans
- 2.3 Lead on the development of research performance reporting to meet objectives of UEG, Research and Knowledge Exchange Committee, and Senate, utilising DORA principles where appropriate.
- 2.4 Ensure effective service delivery within area of responsibility.
- 2.5 Ensure the provision of reports and other communication media internally and externally as appropriate, including data analysis, interpretation and presentation of complex and conflicting information to inform decision-making.
- 2.6 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

3. Strategy and Planning

- 3.1 Based on a broad and deep set of knowledge and experience, set strategic direction for RIQI in delivering its aims.
- 3.2 Shape policy development and provide guidance on strategic agenda, drawing on external resources and intelligence as appropriate.
- 3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively engage with internal and external stakeholders, University Executive Group (UEG) and other university colleagues to ensure the effective delivery of strategic objectives; initiate and develop relationships.
- 4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

5. Impact Strategy, Policy and Planning

- 5.1 Shape the development of impact strategy for the institution, School and department level as appropriate.
- 5.2 Support Directors of Research and Knowledge Exchange (DRaKEs) in the delivery of research impact, and other impact leads within Schools as appropriate.
- 5.3 Support and deliver the principal objectives identified by the REF Steering Group.
- 5.4 Develop and maintain an understanding of relevant critical external policy issues and provide briefings as appropriate to senior staff.

6. Research Information Systems

- 6.1 Ensure that existing and future research information systems meet the business requirements to ensure quality data and information provisions are met.
- 6.2 Identify opportunities to improve existing reporting provision to meet both internal and external requirements, including statutory returns.

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

- Leading a team of seven staff across two discipline areas
- Manage a non-staff budget of £97k
- Responsible for the University's REF submission, and coordination of any joint submission areas on time, maximising the university's opportunity to improve performance against comparator universities.
- Oversee the research information systems, ensuring they are providing a stable environment to support research and knowledge exchange activities.
- Identifying opportunities to improve research performance reporting, supporting Committees, UEG and also Schools, including the provision of external systems' data.
- The post holder reports to the Director, Research and Enterprise, but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder also supports the senior leadership team of RES to achieve the strategic and operational goals of the University, Professional Services and RES. 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.

4. Person Specification

ESSENTIAL CRITERIA

1. Educated to degree level, or other equivalent qualification, or significant experience, as appropriate to the role.
2. Highly effective leadership skills with the ability to motivate others to achieve, to high quality standards.
3. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood by the audience.
4. Well developed planning and organisational skills, including project management with the ability to delegate to team members.
5. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships at all levels.
6. Well developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver specific objectives.
7. Effective IT skills on MS platform.
8. Specific knowledge of research information systems and development of data analysis to support stakeholder reporting

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Highly developed knowledge of REF principles and requirements with respect to both impact and quality.
2. Applied knowledge of REF submission processes, and strategic approach necessary for optimum delivery of the submission.

3. Highly developed knowledge of the concepts and practices of research impact across disciplines, sectors and beneficiary types.
4. Experience of writing communications material relating to research activities, outputs and outcomes, for both specialist and non-specialist audiences, demonstrating effectiveness within short and demanding timescales.
5. Experience of developing information reporting for complex business needs.

DESIRABLE CRITERIA

6. Knowledge of the Higher Education sector.
7. Experience of commissioning expertise and communications material from external suppliers.
8. Experience of identifying and implementing IT solutions for complex business requirements
9. Experience of leading change programme activities.
10. PhD or equivalent research degree