1 Advertisement

Post Title: Research Impact Manager x 2  
School/department: Research & Enterprise Services  
Hours: full time or part time hours considered up to a maximum of 1.0 FTE  
Requests for flexible working options will be considered (subject to business need).  
Contract: permanent  
Reference: 8628  
Salary: starting at £35,333 to £42,155 per annum, pro rata if part time  
Placed on: 05 September 2022  
Closing date: 19 September 2022. Applications must be received by midnight of the closing date.  
Expected Interview date: To be confirmed  
Expected start date: As soon as possible

Based within the University’s Research Information, Quality and Impact Team, each Research Impact Manager will support the development, recording and promotion of the University’s portfolio of research impact, particularly (but not only) through developing impact case studies for the future Research Excellence Framework (REF; or equivalent exercise) and related projects and activities. The holders of these posts will jointly act as the University’s principal experts and co-ordinating managers for the submission of research impact to the future REF.

Please contact Dominic Dean D.Dean@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

The Research Information, Quality and Impact Team is a close-knit, highly collaborative team of approximately eight colleagues who work together on projects and activities central to the University of Sussex’s research strategy and management. In this role you are also likely to work closely with members of the University’s senior research leadership, as well as with individual academic colleagues engaged in cutting-edge research. There are excellent opportunities for personal and professional development, with team members encouraged to attend national and occasionally international training and knowledge-sharing opportunities.

The Research & Enterprise Services division, within which this team is based, supports hybrid working, and managers work collaboratively with their teams to agree arrangements that suit the individual’s needs and preferences, alongside the requirements of the service. We sensitively and pro-actively support colleagues who have caring responsibilities, or any other responsibility or need that might require some accommodation in working patterns and arrangements. Several colleagues within the division are based at a distance from the campus; managers work to accommodate and support these arrangements, where needed,
in a constructive way. The division also supports flexible working and all requests to work on a part-time basis are considered under the University’s Flexible Working Policy.

The division as a whole is a group of over 70 colleagues who work together to provide Sussex researchers with expertise and support throughout the research lifecycle and throughout their whole career. Many members of the division have experience of working as researchers in their own right, and there is a culture of expertise sharing and joined-up working in all that we do.

The division is based in Falmer House, in the heart of the Sussex campus, surrounded by leafy green space and on the doorstep of the South Downs National Park, the boundary of which begins only a few metres from the office, making it ideal for a lunchtime walk, run or cycle.

Please find further information regarding the school/division at http://www.sussex.ac.uk/staff/research/

3. Job Description

Job Description for the post of: Research Impact Manager

Department: Research & Enterprise Services

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

Location: Falmer House

Grade: 7

Responsible to: Senior Research Quality & Impact Manager

Responsible for: n/a

PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on all matters relating to the development, recording and promotion of impact from research.
- Act as the expert and key compliance contact for all rules and requirements relating to the submission of research impact to the future Research Excellence Framework (or equivalent exercise) and for related projects and activities.
- Co-ordinate the development of impact case studies for the future Research Excellence Framework (or equivalent exercise), managing and co-ordinating the matrix of inputs and reporting lines involved this process.

KEY RESPONSIBILITIES

- Act as the institutional subject matter expert in research impact, especially in relation to rules and requirements for the submission of research impact to the future Research Excellence Framework (REF; or equivalent exercise) and for related exercises, projects and activities.
• Ensure all University policy and processes reflect and support both the rules and requirements for the submission of research impact, and the practical development needs involved in producing and recording impact from research.

• Work with key internal stakeholders (including School Directors of Research and Knowledge Exchange, School and Departmental Impact Leads, and Professional Services staff involved in the support of research impact) to promote good knowledge of the significance and nature of research impact, and of the rules and requirements involved in submission of impact for the REF and for related projects and activities.

• Co-ordinate and manage the matrix of projects, processes, activity and infrastructure that contribute to the development and recording of research impact for the REF and for related projects and activities, ensuring that these activities progress in a timely, cohesive and mutually supportive manner.

• Manage and maintain the University’s central record of case studies of achieved and emerging impacts from research.

• Ensure institutional infrastructure (human, technical, and operational) is in place and effective to support the recording of evidence of research impact and of other information required for the production and promotion of research impact, and that all such recording activities operate with full integration of GDPR and any other applicable legal and regulatory requirements.

• Design and deliver training to audiences (primarily staff; potentially some students) on the significance and nature of research impact, routes to achieving it, common challenges and solutions involved in producing impact, requirements and solutions for recording evidence of impact achieved, etc.

• Prepare ad hoc and regular management reports to committees, project boards and working groups etc as required.

• Give expert advice to the Senior Research Quality and Impact Manager; Head of Research Information, Quality and Impact; Director of Research and Enterprise; and senior managers such as the Pro-Vice-Chancellor (Research and Enterprise) and relevant Deputy Pro-Vice-Chancellors, on the quality and focus of the University’s research impact portfolio and of its supporting evidence base, and on opportunities for its further development.

• Work with School-based and department-based stakeholders to ensure that the link between high-quality research and its impact is strong, well-understood by relevant stakeholders, and appropriately recorded; and that impact for potential submission to a future REF develops from research of appropriate quality.

• Contribute to the promotion of the impact and quality of research at Sussex through working with communications professionals (internal, and potentially external) on the development and use of promotional material such as web and social media content, videos, press releases etc relating to research impact, and through ensuring the accuracy of such material.

• Carry out any other duties that are within the employee’s skills and abilities whenever reasonably instructed.

Dimensions

• This role may have limited budget responsibility.

• This role does not have any line management responsibility.

• The post holder reports to the Senior Research Quality and Impact Manager; 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 senior managers such as the Pro-Vice-Chancellor (Research and Enterprise) and the Divisional leadership team to achieve the strategic and operational
goals of the University, Professional Services, and Research and Enterprise Services 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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Educated to degree-level or above.
2. A detailed applied and theoretical knowledge and understanding of research impact.
3. Effective management skills as appropriate to managing a complex portfolio of projects and activities.
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 project management.
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 knowledge of the REF, of government and funder policy on research impact, and of relevant debates over the future of these policies.
2. Experience with professional communication of research, including writing and editing on research and/or impact topics.
3. Experience of working on large and complex projects, and of managing projects or substantial elements within projects, with the proven ability to direct and design one’s own programme of work.

4. Ability to risk assess projects and activities, and apply appropriate governance and/or related policy.

5. Ability to deliver professional advice and guidance effectively, including to senior audiences and to audiences with competing demands on their time and attention.

6. Evidence of working under pressure to demanding deadlines, whilst effectively managing and prioritising high levels of workload, delivered to high standards.

7. Ability to develop training materials and confidently present them to a stakeholder audience.

8. Demonstration of a flexible/multi-tasking approach to managing workload, while being positive and responsive to stakeholders and team.

DESIRABLE CRITERIA

9. Knowledge of the research funding landscape in the UK.

10. Knowledge of Higher Education policy and policy debates in the UK, alongside and beyond those on research impact topics.

11. Experience of working closely and in a hands-on way with academic researchers in a Higher Education institution, and/or experience of working as an academic researcher.

12. Professional qualification of relevance to research management and administration and/or to support of research impact and/or to research communications.