

# Job Description & Person Specification

Professional Services and Senior Manager (excluding VCE) roles

## JOB DESCRIPTION

<b>Job title</b>	Research Impact and Engagement Manager
<b>School/Department</b>	Research Services
<b>Location</b>	Paisley with travel to other campuses and external locations as required.
<b>Reporting to</b>	Head of Research
<b>UWS grade</b>	6
<b>FTE</b>	1

### Job summary

This is a managerial role within the Research Services department of the University of the West of Scotland, supporting the development and implementation of the UWS strategy for research impact and public engagement beyond academia. You will be managing a new team which supports research impact and engagement activity across four schools and will play a key role in nurturing impact cultures across the institution.

The postholder will work with academics and key stakeholders from the public, private and voluntary sectors to support the university in producing research that makes a significant impact upon society, business, and economy and in developing impact case studies for future national research assessment exercises.

The postholder will ensure that impact and engagement is built into day-to-day activities wherever appropriate and support our research community (including external partners) with the skills, processes, and confidence to achieve this.

### People & finance responsibilities

<b>People</b>	Line manage the Research Impact and Engagement Partner.
<b>Finance</b>	Oversee a small, operational budget to support the development of research impact case studies.

## Key responsibilities

1. Provide managerial and operational support for the development and implementation of a programme for research impact planning and pipeline management for future research assessment exercises, including strategies to embed a culture of research impact within the research lifecycle.
2. Support the impact submission planning for future national Research Excellence Framework (REF) assessments, including the identification, monitoring and review of potential REF impact case studies, and the coordination of the collation of evidence to support these case studies.
3. Support academics to communicate their research with the intention to increase the effect that the research has on, to change or benefit to the economy, society, culture, public policy or services, health or quality of life beyond academia.
4. Develop, implement, manage and monitor effective policies, processes, and systems to support the development of research impact across the UWS Schools, ensuring consistency with wider University level approaches and funder requirements.
5. Undertake analysis of research impact activity with a view to identifying potential enablers and barriers to enhancing impact and public engagement. This includes all types of activity that seek to break down the barriers between research, innovation and society.
6. Develop new impact support mechanisms including training and development activities for both staff and postgraduate research students.
7. Develop and establish external networks to promote and support research impact and public engagement.
8. Identify funding and support applications for funding to build capacity for impact and public engagement.
9. Demonstrate flexibility in meeting the needs of the post.

## Job scope

<b>Planning and organising</b>	<ol style="list-style-type: none"><li>1. In discussion with the Head of Research, the post holder has delegated authority to plan, organise and progress their own work across three key areas (1) Operational development of impact and engagement processes and pipelines (2) Advising and training staff in research impact and engagement (3) Delivering key impact and engagement activities.</li><li>2. The post requires the holder to forward plan in the short to medium term, considering long term implications, working towards research assessment across multi-year cycles.</li></ol>
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<b>Decision making</b>	<ol style="list-style-type: none"> <li>1. The post holder will use their own initiative and judgement to forward plan their own work and use this judgement to meet University and external deadlines (e.g. REF submission date).</li> <li>2. Advise on strategic issues in the areas of research impact development, public engagement of research, communication of research and impact assessment, applying expertise and deep knowledge in their field of expertise.</li> <li>3. Ongoing development of service delivery in line with university objectives.</li> </ol>
<b>Framework and boundaries</b>	<ol style="list-style-type: none"> <li>1. With colleagues, identify research impact for inclusion in REF impact case studies.</li> <li>2. Review impact case studies against assessment guidance for compliance purposes.</li> <li>3. Demonstrate a degree of autonomy in dealing with problems/issues related to the work of the central REF support function in Research Services.</li> </ol>
<b>Working relationships</b>	<ol style="list-style-type: none"> <li>1. Develop internal networks with colleagues and students, to ensure best practice in researcher development relating to research impact and to identify areas of high potential for research impact.</li> <li>2. Participate in external networks, e.g., ARMA Impact Special Interest group.</li> <li>3. Routinely communicate complex and conceptual ideas effectively to a range of stakeholders.</li> <li>4. Act as an effective team member within Research Services.</li> <li>5. Develop productive working relationships with Associate Deans Research and Innovation, REF Unit of Assessment leadership teams and the professional services colleagues who provide specialist support for developing impact pathways. This includes the events team, communications and public affairs team and staff across the Business Innovation department.</li> <li>6. Contribute to working groups including the REF Impact Sub-group.</li> <li>7. Collaborate with colleagues delivering impact and public engagement of research training and where appropriate, lead in research impact development activities.</li> <li>8. Support and advise colleagues across the institution on the development of research impact and associated engagement activities.</li> </ol>

# PERSON SPECIFICATION

## Qualifications

			Evidence A = Application I = Interview
<b>Essential</b>	<b>QE1</b>	Educated to degree level.	
	<b>QE2</b>	Relevant professional experience.	
<b>Desirable</b>	<b>QD1</b> <b>QD2</b>		

## Experience

			Evidence A = Application I = Interview
<b>Essential</b>	<b>EE1</b>	Designing, delivering, and evaluating impact and public engagement activities.	
	<b>EE2</b>	Ability to manage a complex and diverse workload, identifying priorities and being flexible when they shift, whilst still meeting key targets.	
	<b>EE3</b>	Experience of initiating collaborative working with a broad range of stakeholders, identifying and pursuing opportunities to work in partnership and generate results.	
<b>Desirable</b>	<b>ED1</b>	Experience of developing REF Impact Case Studies.	
	<b>ED2</b>	Demonstrable experience of developing best practice within a department and ensuring it is shared across the institution.	

## Skills

			Evidence A = Application I = Interview
<b>Essential</b>	<b>SE1</b>	Experience of managing and motivating others (including those outside direct management control), creating momentum and enthusiasm about what needs to be done.	
	<b>SE2</b>	Excellent verbal and written communications skills, including ability to communicate complex and/or technical concepts to non-expert audiences for research impact.	
	<b>SE3</b>	Developing systems and processes to monitor and evaluate progress.	
<b>Desirable</b>	<b>SD1</b> <b>SD2</b>		

## Knowledge

			Evidence A = Application I = Interview
Essential	KE1	Knowledge of working in partnership with professional services and academic colleagues across research communities, engendering a culture of open dialogue and constructive challenge to achieve goals.	
Desirable	KD1 KD2		

## Behaviours

			Evidence A = Application I = Interview
Essential	BE1 BE2	Leadership and navigation skills to directly influence and contribute to processes and initiatives within the organization	
Desirable	BD1 BD2		

Created/Updated (mm/yy):	12/23
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