

Research Impact Officer - Research & Enterprise Service - Grade F

Job Description

Purpose

To support the University's research, impact and Knowledge Exchange (KE) agenda through providing advice and support to academics on creating and capturing research impact, including the development of impact case studies for the Research Excellence Framework (REF). The post holder will also contribute to raising awareness across the University of the importance of research impact, including funder policies for impact; and to improving the profile of the University of Central Lancashire's research impacts externally.

Duties

1. To provide training, guidance and practical support to academic staff in creating research impact.
2. To gather, capture and evaluate evidence of impact and ensure that it is effectively archived on the Impact Tracker database.
3. To support the development of REF impact case studies.
4. To assist in monitoring progress of draft impact case studies for the REF.
5. To establish strong working relationships with impact case study authors, REF Unit of Assessment Leads and the REF project team.
6. To assist in delivering the wider research-impact training programme.
7. To assist in developing and disseminating appropriate methodologies for achieving and recording impact.
8. To assist in maintaining and enhancing the University of Central Lancashire's research-impact web, intranet and social media profile.
9. To ensure compliance with University and funder policies concerning impact.
10. To liaise with external agencies providing impact training and services.
11. To support delivery of Knowledge Exchange Concordat/Knowledge Exchange Framework actions relevant to research and KE impact.
12. To undertake other duties as appropriate and determined by post-holder's line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of working in higher education (HE) environment with experience of conducting or supporting academic research (Application/Interview).
- Educated to degree level or equivalent experiential learning (Application).

- Excellent written and interpersonal communication skills with particular attention to writing for different audiences (academic, public, funder) (Application/Interview).
- Experience of networking and collaborating effectively with academic and research staff (Application/Interview).
- Experience of gathering and using quantitative and qualitative evidence (Application/Interview).
- Experience of preparing and delivering training and training materials (Application/Interview).
- Experience of providing support and guidance information and dealing with queries as a first point of contact for academic and research staff (Application/Interview).
- Experience of collecting and analysing data and preparing reports (Application/Interview).
- Knowledge of REF and funder impact policies (Application/Interview).
- Familiarity with forms of scholarly publication (Application/Interview).
- Excellent time-management skills. An ability to prioritize tasks. Evidence of working independently and to deadlines (Application/Interview).
- An enthusiastic, positive and problem-solving attitude (Application/Interview).
- Exercise professional discretion when dealing with commercial and other sensitive information. (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working with academics and researchers within the impact arena (Application/Interview).
- Familiarity with forms of research metrics (examples: citations, downloads, altmetrics) (Application/Interview).
- Experience of developing impact as part of a research project (Application/Interview).
- Experience of using Excel and SharePoint. (Application/Interview).