Job Description and Person Specification

Summary

Job title:	Research Impact Manager
Area:	Research Office
Reference:	EHA1490-0724
Grade and Salary:	£38,205 - £42,978 per annum Grade 8, Points 31-35
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Pro Vice Chancellor (Research)
Reporting to:	Director of the Research Office

About the Role

The Impact Manager will be responsible for developing and implementing policies, processes and activities with the aim of embedding impact beyond the Academy into research across the institution. Whilst there will be a clear focus on identifying and supporting activities relating to impact as defined in the Research Excellence Framework (REF), the post-holder will have the opportunity to create, with others, an environment where impact is supported and celebrated. The post-holder will work closely with academic colleagues to identify and extend opportunities for impact from their research and will also lead the development and implementation of the University's impact plans, providing strategic advice and practical support to a variety of stakeholders within the University with proven abilities in understanding, evidencing and communicating the impact of academic research, the post holder will work closely with academic and professional services staff to realise and demonstrate research impact.

Duties and Responsibilities

- Supporting academics closely in the construction of REF Impact Case Studies (or other impact assessment) to ensure that the University has a strong impact submission in future REF exercises

- Supporting academic colleagues to embed impact into their research at all stages of the research lifecycle, from project development to completion.

- Leading on the active management and development of a portfolio of research impact projects, helping to develop and implement plans to strengthen them

- Working with stakeholders across the University to develop and embed an impact culture across all research activities.

- Providing expert advice and working creatively to support a variety of stakeholders within the University, working closely with colleagues and acting as a point of contact

- Developing a network of those interested in impact both within the University and acting as the key contact for the University with the external community in respect of research impact policy, ensuring that local, national and international agendas are incorporated into policy and practice

- Reviewing and collaborating on applications for funding for research projects, ensuring that the research impact agenda is addressed clearly and persuasively

- Providing support and advice on the acquisition, use and management of external and internal funding to support activities to promote impact from University research, including budget and resource allocation decisions

- Encouraging and advising on events and opportunities for engaging non-academic audiences with the University's research demonstrating the contribution that makes to society and the economy

- Develop, promote and co-ordinate training and development for all the University community on research impact at all stages of the research lifecycle resulting in increased awareness of external opportunities

- The development, management, implementation and monitoring of the University's policies procedures and systems in support of the development, dissemination and monitoring of research impact.

- Taking a lead in developing processes to capture data and evidence about impacts of research

Strategy
- Act as the lead and take oversight of research impact across the institution, working with the PVC Research, Director of the Research Office in developing and implementing the impact strategy.

- Provide expert advice and make recommendations on developing impact strategy and implementation at individual, departmental, faculty and University level for maximising the impact of research

- Review current and emerging trends on impact across the University sector, contribute and advise on best practice or changes in national policy and how the institution might best respond

- Play a lead role in efforts to further embed and strengthen a research culture in which impact is embedded at all stages of the research lifecycle

- Facilitate and lead on the development and support for the delivery of immediate, short term and long term impact outcomes.

Systems and evidence

- Review, establish and manage a system and/or process to record, monitor and evaluate impact activities in preparation for next REF

- Use initiative and judgement to analyse and interpret data and information as evidence of the impact of research and significance of particular research impacts

- Prepare reports and communicate findings and analyses to researchers and others as required

- Search and retrieve information relevant as evidence of research impact, and sufficient for use in case studies

- Identify opportunities for setting up activities that could be reported in the Higher Education-Business and Community Interaction (HEBCI) survey and supporting the review of the University's annual HEBCI submission.

Engagement with external partners

- Take a lead on exploring opportunities to extend impact through engagement with research users and develop strong impact case studies

- Identify and promote as required additional opportunities for impact, including both the nature of the research or potential external impact partners

- Champion impact amongst the University community by liaising and partnership working with other internal departments and external organisations and groups

- Work with directors of the research centres and research institutes to develop events and opportunities to engage with external partners.

Academic Support

- Provide support and expert guidance on the impact component of the next REF, ensuring submission requirements are followed and met, and evidence of impact is retrieved

- Be responsible for seeking out, analysing, and sharing best practice to help embed an understanding of impact and the potential routes to delivering impact from the University's research and enterprise activities

- Work with and provide guidance to academic colleagues to co-design impactful projects

- Provide support for researchers through training and staff development activities, such as developing guidance notes, web-based resources and/or delivering workshops on the identification, communication and delivery of impact – provide a central source of evidence based advice

- Provide guidance and support to individual members of academic units and individual researchers in accelerating the impact of the outcomes of their research to as wide an audience as possible

- To undertake any other projects in support of research activity as required by the Director of the Research Office

- Assembling and leading small team(s) to provide a broad range of practical support for academic colleagues (including information, advice and guidance and assistance with evidence collection).

In addition to the above all Edge Hill University staff are required to:

a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety

b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons

c) Undertake appropriate learning and development activities as required

d) Participate in Edge Hill's Performance Review and Development Scheme

e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner

f) Demonstrate excellent Customer Care in dealing with all customers

g) Proactively consider accessibility and ensure appropriate quality assurance of templates, documents and published outputs using software such as Microsoft Accessibility checker and Blackboard Ally

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Qualified to degree level or professional qualification and evidence of professional development	Essential	Application
Masters degree or higher	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of developing and leading the implementation of policy and strategy in a complex and changing environment within a further or highereducation institution	Essential	Application, Supporting Statement, Interview
Excellent knowledge and understandingof the REF and the role of impact within that, and of the impact policies of a widerange of funders (including UKRI, Horizon Europe, Innovate UK)	Essential	Application, Supporting Statement, Presentation
Proven abilities in understanding, evidencing and communicating the impact of academic research across arange of disciplines	Essential	Application, Supporting Statement, Interview
Experience of planning, managing and delivering successful short-term projects, coordinating activities and events within the agreed budget	Desirable	Application, Interview
Excellent knowledge of the research process across a range of disciplines	Essential	Application, Supporting Statement, Interview
Experience of writing high quality, detailed reports for a range of audiences	Essential	Application, Supporting Statement
Excellent knowledge of the wider research policy landscape and the application of policy in a research Setting	Essential	Application, Supporting Statement

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Ability to concurrently organise, plan and manage multiple work strands and projects, demonstrating strong skills forlong term planning, organisation and delivery of projects, including the abilityto work under pressure.	Essential	Application, Interview
Strong interpersonal skills and ability to develop and maintain excellent working relationships with people from across awide range of disciplines and roles, to build strong, productive and pro-active teams	Essential	Application, Interview
Excellent influencing, liaising and networking skills, including the ability to influence and persuade key decision makers internally and externally	Essential	Application, Supporting Statement, Interview
Excellent analytical skills including the ability to manage effectively complex information, and to develop and successfully implement solutions to problems	Essential	Application, Interview
Advanced communication, numeracy and IT skills, in particular knowledge of Excel spreadsheets and other Microsoft packages.	Essential	Application, Supporting Statement
Ability to handle sensitive information in confidence	Essential	Application, Interview
A team player with the ability to work flexibly and creatively to meet objectives in a dynamic and changing environment,while also being able to work effectively independently and under own initiative	Essential	Application, Interview

Candidate Guidance and How to Apply

At Edge Hill University we value the benefits a rich and diverse workforce brings to our community and therefore welcome applications from all sections of society.

For informal enquiries about this vacancy, you may wish to contact: Chris Hughes, Director of Research Office at hughesch@edgehill.ac.uk.

When you are ready to start the formal application process, please visit our Current Vacancies website, search for the role you wish to apply for, and select the 'Apply Online' button at the bottom of the job advert. The online application form can be

completed in stages and can be revisited at any time. The form automatically saves as you enter your information, and you can move backwards and forwards between individual form sections at any time prior to application submission. Help is available at each stage to guide you through the form. Before final submission, you can preview your application and can then choose to refine or submit the form.

As part of your application, you will be asked to provide details of two referees. Please see our application form for guidance on how to nominate your referees.

Please refer to the advert for the closing date for this vacancy, all applications must be submitted by 11:59pm on this date. Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.

Following the closing date, we will contact you by email to let you know whether or not you have been shortlisted to participate in the next stage of the selection process. We try our best to inform all applicants within two working weeks following the closing date.

If you are offered the post, the offer will be subject to pre-employment clearance. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity and evidence of your qualifications and professional memberships as referenced as essential or desirable in the person specification for this role. You will also be asked to complete onboarding forms including a pre-employment health questionnaire to support the University make appropriate adjustments to support you in the role. The University will also contact the referees you have nominated. Please note that you may be asked for alternative or additional referees as we seek references that cover your previous three years of employment history. Following successful completion of pre-employment clearances (including an Enhanced Disclosure and Barring Service check, as relevant, please see job advert) a start date will then be arranged with you.