It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

Research Impact Officer
EHA1490-0616

Accountable to: Director of the Research Office

Reporting to: Head of Research Support

Main Purpose of the Post

The Impact Officer will be responsible for developing and embedding impact activities and will seek to maximise researcher engagement with non-academic audiences and research users, in order to create opportunities for impact as defined in HEFCE's Research Excellence Framework (REF). The post-holder will lead the implementation of the University's impact plan identified in the Research Strategy and provide strategic advice and practical support to a variety of stakeholders within the University. Working closely with colleagues in the faculties, institutes and with enterprise officers, the Impact Officer will act as the point of contact for Impact, working with academics to identify and extend their opportunities for impact. With proven abilities in understanding, evidencing and communicating the impact of academic research, the post holder will work closely with academic staff to realise and demonstrate research impact.

Responsible for:

- 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.
- Acting as the key contact for the University with the external community in respect of research impact, ensuring that local, national and international agendas are incorporated into policy.
- Providing strategic advice and working creatively to support a variety of stakeholders within the University, working closely with colleagues acting as a point of contact.
- Supporting academic colleagues to engage with the impact agenda from project development to completion.
- Facilitating and promoting events and opportunities for engaging non-academic audiences with the University's research demonstrating the contribution that makes to society and the economy.

- Support academics closely collating information about REF Impact Case Studies to ensure that the University makes a strong impact submission to the next REF.
- Develop, promote and co-ordinate an advice and guidance service for all the University community on research impact at all stages of the research lifecycle resulting in increased awareness of external opportunities.
- Taking a lead in developing processes to capture data and evidence about impacts of research.

Responsibilities

Strategy
- Lead and take responsibility for managing research impact across the institution, working with the PVC Research, Director of the Research Office and Head of Research Support in developing and implementing the impact strategy.
- Provide advice and make recommendations on impact strategy at individual, departmental, faculty and University level to develop and implement an effective strategy for maximising the impact of research.
- Review current and emerging trends on impact across the University sector, contribute and advise on best practise and Edge Hill's response.
- Facilitate and lead on the development and delivery of immediate, short term and long term impact outcomes.

Systems and evidence
- Establish and manage a system 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.

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

- Take a lead on defining and mobilising projects and activities by working with academics to bring together a broad range outputs and impacts into a coherent impact project to help generate effective impact case studies for the REF.
- Be responsible for seeking out, analysing, and sharing best practise to help embed an understanding of impact and the potential routes to delivering impact from the University's research and enterprise activities.
- 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 staff and 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 or Head of Research Support.

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

Salary: Grade 8, Points 31-35
£32,600 - £36,672 per annum

Hours: Full time

It is expected that the post holder will work flexibly according to the on-going demands of the job and the responsibilities at this level.

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

Edge Hill University

Research Impact Officer
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Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/T/P)
Qualifications				
1.	Qualified to degree level or professional qualification and evidence of professional development	*		A
2.	Masters degree		*	A
Knowledge and Experience				
3.	Experience of developing and leading the implementation of policy and strategy in a complex and changing environment within a further or higher education institution	*		A/I
4.	Excellent knowledge and understanding of the REF and the role of impact within that	*		A/P
5.	Proven abilities in understanding, evidencing and communicating the impact of academic research across a range of disciplines	*		A/I
6.	Experience of planning, managing and delivering successful short-term projects, coordinating activities and events within the agreed budget	*		A/I
7.	Excellent understanding and experience of using web-based solutions for the management of data	*		A
8.	Experience of writing high quality, detailed reports for a range of audiences	*		A
9.	Experience of working with quality assurance systems	*		A
Skills and Abilities				
10.	Ability to concurrently organise, plan and manage multiple work strands and projects, demonstrating strong skills for long term planning, organisation and delivery of projects, including the ability to work under pressure	*		A

		Essential	Desirable	*Method of assessment (I/A/T/P)
11.	Strong interpersonal skills and ability to develop and maintain excellent working relationships with people from across a wide range of disciplines and roles, to build strong, productive and pro-active teams	*		A/I
12.	Excellent influencing, liaising and networking skills, including the ability to influence and persuade key decision makers internally and externally	*		A/I
13.	Excellent analytical skills including the ability to manage effectively complex information, and to develop and successfully implement solutions to problems	*		A/I
14.	Advanced communication, numeracy and IT skills, in particular knowledge of Excel spreadsheets and other Microsoft packages.	*		A
15.	Ability to handle sensitive information in confidence	*		A
16.	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	*		A

***Method of Assessment (I-Interview, A-Application, T-Test, P-Presentation)**
Please note that applications will be assessed against the Person Specification using this criteria.