

Job Description

Job Title: Research Impact Officer

Directorate of Research, Business and Innovation

Grade: F

Role profile: TBC

FTE: 0.7, Fixed Term (Maternity Cover)

	Duties of the role
Overall purpose of the role	De Montfort University (DMU) is committed to the public good and making a real difference to people's lives through its innovation and research. This role provides advice and support to academics on creating, capturing, and developing high-quality research impact, including the development of impact case studies for the Research Excellence Framework (REF). The post holder will work closely with colleagues across the Directorate of Research, Business and Innovation, and Professional Services, as well as senior research leaders, to contribute to raising awareness across the University of the importance of research impact. This includes delivering training, providing guidance around both REF and funders' impact criteria, and improving the profile of DMU's research impacts internally and externally. A key focus will be contributing to a high-quality REF Impact and Engagement submission, including impact case studies and corroborating statements. This includes setting priorities and managing activities in collaboration with key internal colleagues. This is an ongoing process that begins as soon as a REF submission is complete and lasts until the next REF submission. The Directorate operates in a hybrid working environment. The postholder is expected to spend some time working on campus and can choose to spend some time working from another location, e.g., at home, if desired. De Montfort University is committed to offering this flexibility, wherever the role and business need allow to support a healthy work-life balance.

Main duties and responsibilities	General duties 1. Act as a point of expertise on research impact. 2. Provide training, guidance, and practical support to academic staff in planning, capturing, and evidencing research impact. 3. Deliver research impact training and workshops, tailored to the needs of the group enquiring 4. Liaise with external training agencies who provide impact services and training 5. Develop resources to assist academic staff with achieving and understanding research impact, including REF Impact and Engagement 6. Contribute to enhancing the University's research impact website, intranet, and social media platforms 7. Provide individual guidance and support for academics for embedding impact into their research and grant applications 8. Support any impact funding schemes, training, and events, as appropriate. 9. Work closely with the communications and marketing team to ensure impactful research is publicised, both internally and externally. 10. Maintain and manage a range of databases and records of the University's research impact activities, events, and projects 11. Cultivate and foster strong working relationships and knowledge exchange with key colleagues from both inside and outside of the University 12. Contribute to and support the impact elements of institutional and strategic documentation, initiatives, processes, and strategies. Research Excellence Framework: Impact and Engagement duties 1. Continuously monitor and manage a pipeline of research and impacts that have the potential for inclusion as impact case studies or corroborating statements in the Research Excellence Framework 2. Maintain oversight of emerging REF guidance, best practice, opportunities, and events in the external landscape 3. Report on the progress of REF Impact and Engagement activities at a variety of University meetings 4. Review the impact element from previous REFs to calibrate impact knowledge. 5. Provide advice on and signposting to existing and emerging REF guidance, using clear and consistent written and verbal communications 6. Provide expertise and support for University impact and engagement assessment exercises, using the latest REF guidance to ensure adherence to assessment and eligibility criteria 7. Support senior leadership, and the Unit of Assessment Coordinators with the development, acceleration, and evidencing of potential impact case studies 8. Provide individual support to impact case study authors as well as verbal and written feedback following any internal or external assessments that occur 9. Identify any additional resources, support or opportunities that could optimise the University's Impact and Engagement submission e.g., professional writing support 10. Perform any other duties commensurate with the job grade as reasonably required from time to time. 11. Treat all DMU staff, students, contractors, and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion, or belief (or none), sex and sexual orientation.
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Person Specification

Job Title: Research Impact Officer

Doctoral College, Research Services Division

Grade: F

Role profile: SSF1

FTE: 0.7, Fixed Term (Maternity Cover)

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
General	Honours degree or equivalent experience.	Essential		x			x
	Postgraduate qualification, or equivalent experience		Desirable	x			x
	Experience in a research support environment, preferably in a Higher Education setting		Desirable	x	x		
	Experience in the management of significant initiatives and projects.	Essential		x	x		
	Ability to work independently and as a team member.	Essential		x	x		
	Good understanding of research impact in REF terms across a range of disciplines.	Essential		x	x	x	
	Experience of designing and implementing impact evaluations.		Desirable	x	x		
Communication of information	Ability to present complex information clearly to a variety of audiences.	Essential		x	x	x	
	Ability to represent the university externally.	Essential		x	x		
	Ability to communicate effectively with a variety of stakeholders of different levels of seniority.	Essential		x	x	x	

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**