

Job Description

Job Title: Research Assistant Fellow

Research, Business & Innovation Directorate

Grade: F

Role profile: RAF1

Full-time

Fixed-term July 2027

	Duties of the role
Overall purpose of the role	Reporting to the REF Manager, the postholder will support the coordination, development and monitoring of the University's REF 2029 impact case study portfolio and external output review process. Working closely with Impact Case Study Leads, Impact Officers, Unit of Assessment teams, academics and external stakeholders, they will coordinate impact evidence and evaluation activities, support case study development, maintain institutional REF systems and processes, provide analysis and reporting throughout the REF cycle to ensure that progress towards REF milestones is effectively managed.
Main duties and responsibilities	Impact Evidence and Case Study Support • Coordinate REF impact evidence collection activities across all Units of Assessment. • Work proactively with Impact Case Study Leads to identify, capture, verify and maintain evidence demonstrating the reach and significance of research impact. • Establish and maintain evidence collection plans and monitor progress against agreed milestones. • Review evidence portfolios, identify evidence gaps and risks, recommend and implement actions to strengthen impact case studies. • Conduct stakeholder interviews, surveys and testimonial exercises to support impact evaluation and evidence collection. • Support the drafting, review and development of impact case studies and associated documents. Stakeholder Engagement and Relationship Management • Build and maintain effective working relationships with Impact Case Study Leads, academics, professional services colleagues and external stakeholders. • Act as a key point of contact for REF impact evidence matters, providing specialist advice and support. • Work collaboratively with colleagues across the institution to promote effective evidence collection practices and improve engagement with REF processes.

	Duties of the role
	• Develop relationships with external beneficiaries, partners and organisations to support the collection of corroborating evidence and testimonials. Monitoring and Systems • Maintain and enhance systems, repositories and processes for the recording, storage and monitoring of REF impact evidence. • Monitor institutional progress relating to impact evidence collection and external review activities. • Design and continuously improve evidence capture tools and workflows to support efficient and sustainable evidence collection. • Ensure evidence repositories are organised, auditable, accessible and compliant with information governance and GDPR requirements. • Collaborate with colleagues to identify opportunities for system enhancements and process improvements. External Output Review Process Management • Manage the operational delivery of the University's external output review process. • Coordinate reviewer allocations, documentation, output submissions and communications with external reviewers. • Monitor progress against review deadlines, proactively resolving issues and escalating risks where necessary. • Ensure reviews are returned, recorded, quality checked and maintained within REF systems and databases. • Produce regular progress updates and reports on external review activity. Monitoring, Analysis and Reporting • Monitor institutional progress relating to impact evidence collection and external review activities. • Produce reports, management information and data analysis to support decision-making and REF planning. • Analyse trends, identify risks and provide recommendations to support REF readiness and continuous improvement. • Maintain accurate records and audit trails to support future REF submission requirements. Training and Guidance • Contribute to workshops, training sessions and guidance materials for Impact Case Study Leads, Unit of Assessment teams and academic colleagues. • Provide one-to-one support and advice on REF impact requirements, evidence collection strategies and good practice. • Support colleagues in identifying appropriate evidence sources and embedding evidence collection activities within research programmes.

	Duties of the role
	• Contribute to the development of institutional guidance, resources and communications relating to REF preparedness. Process Improvement • Contribute to the development and implementation of institutional REF policies, procedures and guidance. • Review existing processes and recommend improvements to enhance efficiency, consistency and compliance. • Support strategic initiatives that strengthen the University's REF readiness and evidence culture. Other • 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. • All members of staff are responsible for their contribution to improved environmental performance and for reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their role at the University. Staff conduct must reflect the values inherent in the Environmental Policy, and where required, staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	A good first degree or equivalent work experience.	Essential		✓			✓
	PRINCE2 Foundation, Agile, or other project management training.		Desirable	✓			
	Experience in a higher education or research environment.	Essential		✓	✓		
	Knowledge of the Research Excellence Framework (REF) and Engagement and Impact.	Essential		✓	✓		
Planning and Organisation	Training in data management, information governance or GDPR.		Desirable	✓			
	Experience of coordinating complex projects, programmes or institutional processes involving multiple stakeholders.	Essential		✓	✓		
	Ability to plan, organise and manage competing priorities while working to demanding deadlines.	Essential		✓	✓		
	Experience of independently managing workstreams and monitoring progress against milestones.	Essential		✓	✓		
	Ability to identify risks, resolve issues and implement solutions with minimal supervision.	Essential		✓	✓		
	Experience coordinating university-wide initiatives or research-related activities.		Desirable	✓			
	Proficient with Microsoft Office applications or similar, with an	Essential		✓			
Monitoring and Analysis							

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	aptitude for learning new packages for data management and analysis.						
	Experience maintaining databases, tracking systems or information repositories.	Essential		✓	✓		
	Ability to analyse complex information, identify gaps, trends and risks, and recommend appropriate actions	Essential		✓	✓		
	Experience undertaking quality assurance and audit activities.	Essential		✓	✓		
	Understanding of data protection and GDPR compliance of REF.	Essential		✓	✓		
	Ability to prepare reports and management information for a range of audiences.	Essential		✓	✓		
	Excellent numerical and analytical skills, including the ability to interpret and visualise datasets.	Essential		✓			
	Able to express complex information and ideas coherently using a variety of methods.	Essential		✓	✓		
Communication and Teamwork	Clear and confident communication skills.	Essential		✓	✓		
	Experience working with multiple stakeholders across departments.	Essential		✓	✓		
	Ability to work independently and as part of a team.	Essential		✓	✓		
Personal Effectiveness	Ability to work effectively as part of a team and collaborate with a wide range of people, including academic staff and professional services.	Essential		✓	✓		
	Strong attention to detail and a methodical approach to problem-solving.	Essential		✓	✓		
	Ability to manage own workload, plan proactively, balance competing priorities, and meet deadlines.	Essential		✓	✓		

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