



## JOB DESCRIPTION

<b>Job Title:</b>	Impact Officer Coordinator
<b>Department / Unit:</b>	School of Life Sciences and Environment
<b>Job type</b>	G7 Full time, fixed term – Professional Services
<b>Accountable to:</b>	LSE School Research Director (Vice Dean research in time)
<b>Purpose of the Post</b>	
<p>The main duty of the post-holder will be to support the development of impact case studies by working with case leads in the school of Life Science and Environment to source and curate the evidence that supports impact claims. The role also includes identifying UoA benchmarks and best practice from REF2014, researching and evaluating potential sources, and facilitating the sharing and discussion of best practice across Royal Holloway University of London.</p>	
<b>Key Tasks</b>	
<p><b>Evidence gathering</b></p> <ul style="list-style-type: none"> <li>• In collaboration with the case study leads, explore appropriate routes for the evidencing of Impact case studies, and record in collection plans.</li> <li>• Monitor and update the evidence collection plans on an ongoing basis.</li> <li>• Liaise with the case study leads to provide support, guidance and advice on what is required.</li> <li>• Gather evidence to substantiate the impact as directed by case study leads, including professional communications with external collaborators and research 'end users' to enable the collection of evidence statements through to online searches of data repositories.</li> <li>• Summarise and present evidence back to the case authors for their future use.</li> <li>• Define and document UoA-specific benchmarks for the evidence sources and narratives required in case studies, using the REF2014 database, Research England guidance and online sources.</li> </ul>	
<p><b>Documentation</b></p> <ul style="list-style-type: none"> <li>• Work closely with individual case study leads to support identification, documentation and recording of supporting evidence of research impact claimed in REF 2021 case studies, including liaison with external organisations and/or analysis of alternative research metrics to obtain details of evidence where required.</li> <li>• To record impact evidence in the University Research Information Management System (Pure) in order to provide impact evidence portfolios to support individual case studies</li> <li>• To prepare reports and communicate findings and analyses to the school research committee and school research director, relevant Senior Managers and University Committees on the progress with supporting impact claims going forward to REF2027 submission. Using various analysis techniques to aid evaluation of both collected and outstanding evidence against collection plans, coupled with knowledge of best practice in order to identify areas that require further investigation.</li> </ul>	
<b>Other</b>	

- Ensure School/Department data complies with institutional GDPR policies.
- To keep abreast of the research impact agenda nationally. Use market intelligence to influence the policy and practice of our school research impact support.
- Any other such duties as may be assigned by the School research director that are commensurate with the grade of the post.

#### **Internal and external relationships**

##### **Internal:**

- Academic and research staff
- Vice Principal Research Impact and Interdisciplinarity
- Research and Finance colleagues

##### **External:**

- Research Council and funding body staff
- Collaborative partners, stakeholders and beneficiaries

## PERSON SPECIFICATION

1.	<b>Specific Knowledge &amp; Experience</b>	Rating	Source
	Working knowledge of the REF2014/2021 submission rules and understanding of the higher education research impact environment	E	AF, S
	Experience of recommending actions to improve and develop services	E	AF, S
	Experience of interpreting and adhering to detailed and precise requirements	E	AF, S
	Experience of designing and delivering training	D	AF, S
2.	<b>Skills &amp; Abilities</b>		
	Demonstrable organisational and time-management skills; initiating and supervising processes to meet strict deadlines.	E	AF, S
	High level information and analytical skills and the ability to extract data and information from a wide variety of sources and to organise and manage confidential data and information.	E	AF, S
	Systematic approach to work and good attention to detail.	E	AF, S
	Excellent writing and editing skills suitable for the production of material for non-specialist audiences e.g. ability to produce grammatically accurate letters and reports, etc. and with the ability to influence and persuade.	E	AF, S
	Highly developed IT skills and the ability to use a broad range of computerised systems and data sources relating to research impact activities.	E	AF, S
3.	<b>Qualifications, Education &amp; Training</b>		
	Degree level or equivalent.	E	AF
4.	<b>Personal attributes</b>		
	Self-motivated, pragmatic and resourceful.	E	AF, S
	Ability to work sensitively with different people's needs;	E	AF, S

**Legend** Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation)