



JOB DESCRIPTION

Job Title:	Research Impact Manager
Department / Unit:	Research and Innovation
Job type	Professional Services
Grade	RHUL 8
Accountable to:	Head of Knowledge Exchange and Enterprise
Accountable for:	Impact and Partnerships Manager
Purpose of the Post	
<p>Creating real world impact is pivotal to the university's strategic priorities. The Research Impact Manager will play a key role in facilitating research impact. They will work closely with the university leadership team and other leading academics to support the RH2030s strategy through helping to maximise the public benefit of the university's research.</p> <p>The postholder will facilitate research impact by supporting impact planning, enabling the development of impact and contributing to the embedding of a culture of impact across the university. They will also play a key role in the development of the university's REF submission.</p> <p>The postholder will report to the Head of Knowledge Exchange and Enterprise and be responsible for providing focused expert advice and support to maximise successful outcomes and further university strategic priorities, working closely with colleagues in R&I, academic colleagues and other university business areas.</p>	
Key Tasks	
<p>1. Impact Strategy and Framework</p> <ul style="list-style-type: none"> • Advise and support the Director of R&I and Associate PVC Research and Innovation on the development and implementation of an evaluation framework to support the university strategy. • Advise on the implementation of school strategies for research impact in line with the university strategy, taking into account the definitions and guidance provided by the REF, UKRI, and other funding bodies where appropriate. 	

2. Embedding a culture of research impact

- Work closely with the Vice-Deans Research (VDRs), and other impact leads in identifying, planning, evaluating, recording and promoting research impact,
- Work with colleagues in R&I to advise researchers on the expectations around research impact, including evidence collection and articulating research impact for non-academic audiences.
- Identify disincentives and incentives to engaging with impact, and mechanisms to enhance such engagement.
- Promote and proactively share best-practice internally and externally including advising those in School impact roles.

3. Enabling research impact

Work with colleagues in the Strategic Grants team to provide guidance and advice for developing and embedding impact activities in grant applications.

- Develop an understanding of impact and engagement funding schemes to support future impact projects.
- Develop and maintain online content, including best practice guidance, case studies and training courses (in liaison with the Researcher Development team), to promote impact activity and development.

4. Engagement

- Work closely with relevant colleagues in R&I, Schools and other Professional Service areas to develop and facilitate a community of practice to maximise engagement with impact.
- Identify and develop relationships with academic and research staff at all levels and maintain an awareness of the profile of existing and planned impact activity.
- Contribute to raising the university impact profile in collaboration with External Engagement
- Maintain awareness of developments in the field and opportunities to engage with external stakeholders to help support a culture of impact

5. Research Excellence Framework (REF)

- Working with the REF management team, co-ordinate and deliver the impact related preparations for the next REF exercise.
- Liaise with colleagues and organisations in the sector to help inform best practice in the development of Impact Case Studies

- Keep up-to-date tracking systems and use them to produce and deliver reports on research impact activity to enable the monitoring of progress.
- Support the smooth and timely development and submission of Impact Case Studies to REF across the university, including through the further development of systems and processes to increase efficiencies and maximise quality.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive, but the post holder will be required to liaise with:

- Senior Management Team
- Academic colleagues
- Businesses and 3rd sector organisations
- Other external organisations
- Research and Innovation
- Finance
- Other Professional Services
- Praxis Auril
- External networks

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Research Impact Manager

Department: Research and Innovation

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
An undergraduate degree or equivalent experience	X		Application Form
Practical experience of the pathways and outcomes of research and evidence of activity outside of academic (e.g. through public policy, public and community engagement, commercialisation, and enterprise)	X		Application Form
Understanding of the impact landscape in UK higher education, national funding bodies and charitable research organisations	X		Application Form and Interview
Understanding of REF in relation of impact and impact case studies	X		Application Form and Interview
Skills and Abilities			
Ability to initiate and maintain formal and informal networks both within the University and externally with senior management from commercial, regional development agencies, governmental and third sector organisations	X		Application Form and Interview
Project planning and management skills, the ability to prioritise work and meet challenging deadlines delivering projects on time	X		Application Form and Interview
Ability to prioritise own and others work and meet challenging deadlines	X		Application Form and Interview
Excellent communication skills (verbal and written) with a range of stakeholders	X		Interview
Ability both to lead and to work effectively as part of a team	X		Application Form and Interview
The creativity, enthusiasm and commitment to initiate, shape and manage new opportunities and ways of working and win the trust of colleagues	X		Interview
Experience			
Experience of managing multiple relationships, including supporting, influencing and reporting to senior stakeholders	X		Application Form and Interview
Experience of advising on, assessing and evaluating impacts that flow from academic	X		Application Form and Interview

research or knowledge exchange activity across a large portfolio of work			
Experience of writing and editing research-related material for both academic and non-specialist audiences		X	Application Form and Interview
Experience with formal impact evaluation techniques and qualitative / quantitative approaches		X	Application Form and Interview
Identifying opportunities for academic support and developing training and materials from an impact related perspective		X	Application Form and Interview