

JOB DESCRIPTION

Job Title:	Research Excellence Manager
Department / Unit:	Research & Innovation
Job type	Professional Services
Grade:	RHUL 8
Accountable to:	Head of Policy & Integrity
Accountable for:	Professional project teams. This will include a fixed-term REF operations team to be recruited three years in advance of REF submission.
Purpose of the Post	
<p>The Research Excellence Manager plays an important role in enhancing Royal Holloway’s reputation as a world-leading research-intensive university. With a focus on the quality, impact and visibility of our research and the environment that supports it, the post holder will work closely with the academic and professional service community to further develop our research excellence.</p> <p>You will support senior leaders in the University, Schools and Professional Services with research planning, implementation of programmes to strengthen research performance, and regular reporting on progress, and be a source of professional advice on research excellence both internally and through external networks.</p> <p>You will lead large-scale research evaluation exercises, specifically including the University’s REF and KEF submissions, support the development of the evidence-base to underpin the University’s research strategy, and will be responsible for supporting the systems and data requirements for the University’s effective response to research and KE related assessment and monitoring exercises.</p>	
Key Tasks	
<ul style="list-style-type: none"> • Working closely with the Director of Research and Innovation, Associate Pro-Vice Chancellor – Research, and School Vice Deans for Research & Knowledge Exchange, develop the University’s strategic approach to key areas of external assessment and review exercises such as the REF and KEF and ensure alignment in approach to the Institutional Research Audit/ KPIs and ensure adequate communication of requirements to staff at all levels. • Provide leadership, expert advice, project management and oversight of REF and KEF submissions, statutory returns and institutional audits of research quality. • Provide expert advice to colleagues to enable the development of high-quality bodies of research for submission to assessment exercises. • Support the systems and data capture for research planning and support continuous improvements and evaluations of systems and processes, including compliance with data protection, information security, information management and information technology regulations, policies, processes and procedures. • Support colleagues developing and implementing programmes to enhance the health and productiveness of our research environment, particularly initiatives to enhance the University’s research culture, and undertake regular reviews on progress with recommendations for action based on the results. • Work closely with the Head of Policy & Integrity to develop policies and processes that 	

support the generation of excellent research with impact, including stakeholder engagement, implementation support, monitoring and review, acting as an advocate for research excellence across the academic and professional service community.

- Lead on the development of effective metrics to support research and knowledge exchange, ensuring compliance with the principles of the San Francisco Declaration On Research Assessment (DORA) and the responsible metrics agenda to support colleagues establishing appropriate University strategies, targets and KPIs.
- Monitor research KPIs and other metrics and evaluate outcomes of internal and external assessments to identify opportunities to improve performance, make recommendations to the Head of Policy & Integrity, Director of R&I, and University Research & Knowledge Exchange Committee and support their implementation as needed.

Other Duties

- Support the Director of R&I, Head of Policy & Integrity and Associate Pro-Vice Chancellor – Research with:
 1. Management of the University's Quality-related Research (QR) and Higher Education Innovation Funding (HEIF) investment plan and budget, ensuring that investment is supporting the delivery of excellent research and knowledge exchange and strengthening the University's research culture,
 2. Coordination of University responses to external consultations and reviews with implications for research excellence
 3. Monitoring compliance with Concordats, manifestos etcetera relating to research and knowledge exchange
 4. Sharing good practice internally and externally, including through conference presentations, professional networks, associations and stakeholder relations.
- Support specific projects arising from discussions at the University's Research and Knowledge Exchange Committee (e.g. supporting Task and Finish Groups, mini-projects on key issues; preparing implementation plans etc.)
- Any other duties commensurate with the role as required from time to time by the Director of Research and Innovation and Head of Policy & Integrity.

Internal relationships

- Maintain professional working relationships across many parts of the University including:
 - Academic (Associate Pro-Vice Chancellor – Research, School Vice-Deans for Research & Knowledge Exchange, Research and Knowledge Exchange Committee, Unit-of-Assessment REF Leads;
 - Professional Services (Strategic Planning, Organisational Development, IT, Library, other members of Research and Innovation);
 - Departmental and School administrators

External relationships

- Maintain links with external groups such as ARMA, JISC, Elsevier (Pure), ensuring University needs are communicated and representing the University on working groups.
- Work with Research England REF team, taking the lead on software, audit and data integrity queries.