



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

**Head of Research Quality & Impact
Research and Innovation Service**



Salary: Grade 9 (£51,799 - £60,022 p.a.)

Reference: CSRIS1208

We will consider job share and flexible working arrangements

Head of Research Quality & Impact

Research and Innovation Service

Are you interested in enabling academics to deliver impact from research? Do you enjoy developing systems and processes to support excellent research outcomes in a complex and dynamic environment? Would you like to influence culture change in a research-intensive university with impact at its heart?

Based within the Research & Innovation Service (RIS), you will play a leading role in ensuring excellent standards of research quality and impact across the University of Leeds. You will lead a small central team and engage with colleagues across all Faculties and other professional services to capture evidence of high-quality research outputs and impact arising from the University's research. Working for the Director of Knowledge Exchange & Impact, you will liaise with senior decision-makers to influence the development of ambitious impact portfolios to support the delivery of the University's ten-year strategy, [Universal Values, Global Change](#).

You will support the development of an impact and engagement culture across the institution, ensuring that a range of different types of research outputs are recognised. You will develop and lead initiatives to enhance the capability and the capacity of academics to generate significant and far-reaching impact from their research, and you will raise awareness of the University's impact both internally and externally. You will be responsible for overseeing the systems and processes underpinning the University's statutory requirements through the Research Excellence Framework (REF) and you will work in collaboration with other senior colleagues to develop high-quality submissions to the Knowledge Exchange Framework (KEF) in line with funder requirements.

What does the role entail?

As Head of Research Quality & Impact, your main duties will include:

- Strategic development of an evidence base of impact arising from the University's research, demonstrating how the University is making a positive difference in the world;
- Working with academic Directors of Impact and professional services staff in all Faculties to develop impact portfolios in line with the University's Engaged for Impact Strategy;



- Leading a university-wide Impact Network to enhance academic capability to deliver impact from research and to embed best practice across the University;
- Working with the Director of Knowledge Exchange & Impact to lead the University's Impact Group to develop and deliver strategic initiatives that will create an impact and engagement culture across the institution;
- Overseeing and coordinating information systems, institutional governance and processes to ensure compliance with the statutory requirements of the REF return, working closely with the REF Steering Group to ensure submissions are of the highest possible standard;
- Ensuring the ongoing operational management of information systems and associated processes for research quality assurance;
- In collaboration with academics and professional services colleagues, influencing the development of plans for future information systems and processes to improve the University's ability to capture evidence of high-quality research outputs and impacts;
- Working alongside the Dean for Research Quality to ensure that quality and standards are maintained across the research portfolio;
- Leading and managing a small team of Impact and Knowledge Exchange professionals;
- Working with colleagues in RIS, Strategy & Planning and other professional services to ensure high-quality data and narrative returns in support of the KEF;
- Identifying the training and development requirements of academic and professional services staff to support research quality and impact, and working with colleagues to provide guidance, support and training;
- Providing regular analysis and reports on research quality and impact to the Research & Innovation Board, and other senior managers and groups as required;
- Working with the Marketing & Communications colleagues to develop key messages for a range of different audiences about impact arising from the University's research;
- Working as part of the wider Knowledge Exchange & Impact team to support the development and delivery of the University's strategic priorities for knowledge exchange;



These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As Head of Research Quality & Impact, you will have:

- A thorough understanding of the funding and statutory environment for research quality and impact in the higher education sector in the UK;
- Experience of working in a research management or impact management role in a higher education setting;
- Experience of developing and implementing information systems and governance processes to support institutional decision-making;
- Experience of developing or supporting REF submissions;
- An understanding of the different types of impact arising from academic research and the ways in which these impacts can be evidenced;
- Strong leadership skills and experience of line management;
- Strong communication and motivational skills across different organisational cultures, including the ability to explain complex concepts to non-specialists;
- Strong organisational skills, including the ability to prioritise a complex workload in order to meet deadlines;
- Experience of working across organisational structures, including influencing in areas where you do not have direct line management responsibility;
- Proven problem-solving ability, including experience of working collaboratively to secure buy-in for novel approaches;
- Excellent written and numerical skills;
- A positive, persistent and determined approach to your work.

You may also have:

- Experience of development of systems to capture evidence of research outputs and impact;
- Experience of embedding best practice in impact in a higher education setting.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Steph Morris, Director of Knowledge Exchange & Impact

Email: S.Morris2@leeds.ac.uk

Additional information

Visit our website to find out more about the University of Leeds' approach to [Research and Innovation](#).

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

