



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

### Research Impact and Engagement Officer, Leeds University Business School



**Salary: Grade 6 (£32,296 – £37,999 p.a. depending on experience)**

**Reference: BUSRE1001**

**Fixed term (12 months because there is a need for temporary cover):**

**Location: University of Leeds mail campus (with scope for hybrid working)**

**'We are open to discussing flexible working arrangements.'**

# Research Impact and Engagement Officer, Leeds University Business School

## Overview of the Role

**Do you have experience of providing research impact support to academic staff? Have you experience of the Research Excellence Framework in Higher Education? Do you have excellent organisation and communication skills? Would you like to work in a research support environment?**

As a member of the Faculty Research and Innovation Office you will work with the Faculty Impact Manager to provide support for and implement activities that relate to the impact of our research in organisations outside higher education, such as government, public and private sector organisations. You will play a key role in co-ordinating our research impact activities and supporting training initiatives for members of academic staff. You will act as the secretariat for the faculty's Research Impact and Engagement Panel. The role includes providing individual support for impact at various stages of the research cycle, e.g. from grant application stage through to project delivery or completion. You will be responsible for monitoring and maintaining a number of systems that record our impact and engagement activities, including providing support to manage the portfolio of impact cases under development. The role has significant relevance to the Research Excellence Framework (REF) and you will support processes related to this including liaising with the University's central Research and Innovation Service. You will support various aspects of the faculty's research impact strategy which will vary from time to time but will include external collaboration, impact culture and impact metrics.

Your focus will be on supporting colleagues on matters related both to the REF and the broader impact agenda in higher education. Your responsibilities will vary from time to time depending on where support is required and strategic priorities. You will work as part of a team, collaborating with colleagues in the Research & Innovation Office and liaising with other functions in the business school (e.g. Faculty Office, HR, marketing) as appropriate. You will represent the Faculty Research & Innovation Office, working closely with professional staff in the office and other areas of the faculty and university.

You will have excellent project management skills, alongside excellent communication skills and the proven ability to develop and maintain strong working relationships.



## Main duties and responsibilities

- REF impact development and co-ordination of activities including maintaining the portfolio of REF impact cases. This will include helping to develop systems and processes to support the data-gathering and evaluation of impact activities;
- Maintain Symplectic and other monitoring systems and record pipeline development of REF impact cases and other impactful work going on the faculty;
- Provide one-to-one expert advice to academic and support staff on impact at different stages of the research life-cycle. This includes planning, delivering and evaluating impact;
- Managing training and development initiatives for impact including leading on the organisation of Research with Impact workshops for members of faculty;
- Develop content for the impact related areas of the Faculty's SharePoint site and other communication platforms;
- Arrange and manage the Faculty Research Impact & Engagement Panel and co-ordinate initiatives generated by the members, working in conjunction with the Research Impact Manager;
- Act as approver for expenditure against awards made via the impact support schemes – produce quarterly forecasts, identifying potential under and over spends and escalating to the Research Impact Manager as necessary;
- Working closely with the Senior Policy Fellow support the communication of policy engagement opportunities to academic colleagues based on monitoring of national bulletins;
- Serve as a member of the university impact network and attend seminars and workshops organised by them. Monitor posts on the network communications channel and share with members of faculty where appropriate;
- Arrange interdisciplinary initiatives, e.g. workshops or joint meetings between academics in the business school and other faculties to facilitate this collaborative working;
- Evaluate activities and propose innovations to enhance provision and support.



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.

## Qualifications and skills

### Essential

- Experience of work in a research impact support role with specific knowledge and experience of supporting the REF;
- Experience of engaging with either policy makers, public sector or corporate connections in the context of research engagement and impact;
- Excellent communication skills, both written and verbal, with the ability to write about research projects for external audiences. This may include experience of editing impact case studies (although training would be provided in this aspect);
- Ability to broker relationships with academics from different areas, making connections where there are common areas of interest and communicating opportunities effectively to members of staff in the faculty;
- Evidence of strong organisation, problem solving, project management and decision making skills with the ability to work independently on a wide range of tasks simultaneously to meet deadlines;
- A high level of competence in the use of IT and web based communication and advanced ability to use a range of packages (examples include: Microsoft, bespoke databases and CRM systems);
- Ability to manage projects with effective planning for implementation and in line with the overall strategic objectives of the faculty. This includes an ability to work on own initiative and implement actions according to a brief and understanding where team work is required and collaboration with others – both internally and externally.

## Additional information

### Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.



## **Our University and School**

As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

### **Information for disabled candidates**

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the ‘Accessibility’ heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.

### **Salary Requirements of the Skilled Worker Visa Route**

**G6** - Please note that due to Home Office visa requirements, this role may only be suitable for first-time Skilled Worker visa applicants if they are eligible for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).

