Research Excellence Framework Manager
Research Strategy & Policy Office, Research and Enterprise

Closing date: 26 November 2017
Interview date: 18 December 2017
Vacancy reference: 6180
INTRODUCTION

The Research Strategy and Policy Office (RSPO) undertakes a wide variety of tasks in support of the University’s overall research strategy. As well as supporting the University Research Committee, the Office is responsible for providing guidance and support on research strategy, development of the University’s approach to research impact, overseeing support and guidance in relation to research integrity and research governance, undertaking statutory returns including the Research Excellence Framework.

This new post, based in the RSPO, has been created to manage the institutional preparation and submission for the forthcoming Research Excellence Framework (REF2021). This is a significant operational project, working alongside other members of the Office and across the institution and will require excellent interpersonal skills, together with an ability to work to deadlines, provide clear guidance and advice, and to produce highlight quality and accurate work.

The post holder will work closely with the Research Strategy and Policy Manager and the Pro Vice Chancellor for Research, as well as with other academic and support staff, on developing the institutional REF submission and the underpinning processes and timetable. The post will also be involved in managing the post REF submission activities, such as audit queries, analysis of the REF return and a post-REF submission review report.
Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

- Read, understand and develop an in-depth knowledge of published documentation relating to REF 2021, including the Assessment Framework and Guidance on Submissions and the Panel Criteria, so that the post holder can provide expert advice and guidance and carry the professional jurisdiction for interpreting the guidance.
- Support the strategic approach and the development of the REF Submission across the institution and at Unit of Assessment level.
- Develop effective working relationships with those involved in developing the REF submission, as well as with the national REF Team and build a network of REF related administrative staff both within and across institutions as appropriate.
- Working with the PVC for Research, the University REF Strategy Group and the Research Strategy and Policy Manager, develop and implement a project plan for the REF submission, including a timetable for the development of the submission.
- Propose and oversee processes for monitoring the preparedness of the institution for the REF submission, such as Mock REF Exercises or other processes to support REF.
- Develop the Code of Practice for the REF submission, to take account of Equality and Diversity matters and conduct Equality Impact Assessment as required by REF.
- Act as Secretary to the University REF Strategy Group and the REF Operations Group and other Working Groups as required.
- Work closely with colleagues in the RSPO with responsibility for Impact and Management Information, particularly in relation to the assessment of the quality of outputs and impact case studies.
- Ensure that University systems used to manage the REF submission, including PURE, are fit for purpose and that data are recorded accurately, and work with the Managers of those systems on further developments such systems as required.
- Ensure that the information returned as part of the REF exercise is accurate, credible and meets the published REF criteria.
- Develop and implement a robust audit trail for decision making relating to REF and for evidencing the accuracy of the submission.
- Co-ordinate the Departmental UoA submissions across the Institution, providing support and training as required.
- Act as the contact point for any post REF audit queries and ensure that an effective response is made to any such queries.
- Review the process for developing the REF return and produce a report on the effectiveness.
- Co-ordinate the analysis of the REF results when these are published in 2021.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
# PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Essential / Desirable</th>
<th>Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
<td>Degree or equivalent.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Essential</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attention to detail, including accurate inputting of data to databases and developing data validation processes.</td>
<td>Essential</td>
</tr>
<tr>
<td>Pro-active, confident and able to work with limited supervision, prioritise work accordingly and to strict deadlines.</td>
<td>Essential</td>
</tr>
<tr>
<td>Responsible, reliable, and highly motivated.</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to work with a wide range of staff, with tact and diplomacy.</td>
<td>Essential</td>
</tr>
<tr>
<td>Willingness to take initiative, and work independently.</td>
<td>Essential</td>
</tr>
<tr>
<td>A confident approach and the ability to quickly establish credibility at all levels.</td>
<td>Essential</td>
</tr>
</tbody>
</table>
The Research and Enterprise Directorate is the University department responsible for central management of the University's activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

The Directorate works closely with the Pro-Vice Chancellor for Research, the University Research Champions and the Associate Deans for Research to develop approaches to nurturing research capacity and winning external research funding, consistent with the University Research Strategy.

**Research and Enterprise objectives**

- To provide an environment for research that maximises research excellence and its social and economic impact,
- and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts
- To manage and assist the governance of University-level procedures around research and enterprise
- To manage the reporting and control framework to support all the University’s research grant activities
- To develop income-generating relationships between the University and external partners including businesses
- To increase the volume and quality of the University’s Continuing Professional Development offering
- To support the University’s role in regional economic development
- To foster a culture of societal impact and enterprise amongst staff
THE DEPARTMENT

Services provided

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
- Financial administration of the University research grant and contract portfolio, including responsibility for claims
- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical facilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University's key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
**THE UNIVERSITY**

**Attractive workplace**

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we've worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our [Relocation Package](#) and [Welcome Officers](#).

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our [employee benefit pages](#).
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6180
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 26 November 2017.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to

Anna Grey, Research Strategy and Policy Manager by email: anna.grey@york.ac.uk or Tel: +44 (0)1904 324047

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835