Faculty Research Impact Manager
(Social Sciences)

Faculty of Social Sciences

Closing date: 29 May 2018

Interview date: week commencing 18 June 2018

Vacancy reference: 6644
INTRODUCTION

This post will play a key role in supporting research impact and knowledge exchange in the Faculty of Social Sciences at the University of York, including supporting our ESRC Impact Accelerator Account. The postholder will work with academic departments in the Social Sciences and with colleagues across the University in the development, delivery and mapping of research impact. Working with colleagues across the Faculty and University, the postholder will play a key role in planning for, delivering on, and providing ways of accounting for the many ways in which Social Science research has a productive and significant impact on users and various communities, including policy makers, beyond academia. The postholder will also ensure the smooth running of scheduled IAA activities, provide detailed advice and guidance to the IAA Steering Group and Advisory Group, work on the development of new activities, take responsibility for effective communication with academic staff and other stakeholders, and gather quantitative and other information in order to draft the ESRC report.

The post is available from 1 September 2018 and will be based in the Research Centre for Social Sciences: [http://www.york.ac.uk/social-science/](http://www.york.ac.uk/social-science/)

For information about the York ESRC IAA, see [http://www.york.ac.uk/social-science/esrc-iaa/](http://www.york.ac.uk/social-science/esrc-iaa/)

I would welcome informal enquiries should you wish to consider applying for this role (email: matthew.festenstein@york.ac.uk).

Professor Matthew Festenstein
Associate Dean, Faculty of Social Sciences
Main purpose of the role

To take the lead in and be responsible for the co-ordination and the strategic oversight for the translation of the University’s Impact agenda at the Faculty level. Working closely with the University Impact Manager (who manages the institutional strategic direction), to co-ordinate and align efforts across the Faculties and to ensure that work is undertaken synergistically. The post holder will work to the Faculty Associate Dean for Research on the implementation of the impact agenda within the Faculty, including to support developments across Faculty boundaries as appropriate.

The role will liaise and work cooperatively to support the delivery of the University’s strategy for research impact with academic impact leads in academic departments, the other Faculty and University Impact Manager and related staff in the wider Research and Enterprise Department. It is also expected that the post holder will form specialist networks both within the institution and with other Impact professionals across the sector.

Key responsibilities

- Provide expert and technical advice to individual members of academic staff and researchers across the Faculty, to identify, maximise and convey the impact of research, enterprise and public engagement projects at all stages of the project lifecycle and to support Departments in developing impact strategies.

- Build and maintain relations with researchers and external collaborators to lead and support the identification, development and refinement of Faculty related impact case studies in anticipation of the next Research Excellence Framework (REF) exercise and to ensure that the evidence supporting these case studies is efficiently and effectively captured.

- Provide consultative and practical support for researchers, Departmental Research Facilitators, academic departments and Chairs of Departmental Research Committees in identifying how best to seek appropriate internal and external funding support for their impact-generating research and impact-generating activities springing from their research and in particular, in preparing the impact and pathways to impact sections of targeted (generally larger) research grant proposals, commenting on, and contributing to, proposal content to ensure that it maximises the reach of the research proposed.

- Develop and embed new methodologies for individual academics, clusters of researchers and departments to identify the existing and potential impact of their research, advising on how and where to discover, extend and capture this in clearly documentable ways.

- Ensure that Faculty level processes and structures that support data-gathering and inform decision making on impact are available and meet the needs of users; and to develop disciplinary specialist knowledge and expertise for recording the outcomes of our research.

- Work closely with the University’s Research Strategy and Policy Office, to understand, interpret and act as the institutional disciplinary expert on the research funding bodies’ and Research England’s current and future rules, regulations and priorities on impact and KE for the benefit of the Faculty, providing expert knowledge on issues relating to the relevant Faculty.

- Assist the research community with, and manage where appropriate, the development and sustaining of relationships and collaborations (with funding bodies, research partners, users of research, other agencies, external institutions and stakeholders) to optimise the delivery, reach and capture of research impact activities.

- Be responsible for the oversight of the new, emerging and on-going Impact activities and other Knowledge Exchange activities and to work closely with Chairs and Departmental Research Committee and Impact Leads to ensure that there is a portfolio of case studies for future REF exercises, highlight areas of concern and identify and support the management of risks.

- Support the Associate Dean for Research and individual members of academic staff and researchers and with
relevant academic departments in delivering the primary aims of the Impact Support Funds (Impact Accelerator Account (IAA) and centrally provided Impact Funds).

- Manage the relevant Faculty Impact Accelerator Account (IAA) and centrally provided Impact Funds, including: sitting on the Steering Group and Awards Panel and providing advice and guidance on strategy and decision making to these groups; taking responsibility for the oversight, monitoring and gathering of quantitative information and playing an active role in drafting the required reports, including updating of budgets; developing and maintaining the relevant website; and developing and checking the consistency of related communications.

- Manage information and develop processes that support data-gathering and inform decision making on impact; and to develop specialist knowledge and expertise for recording the outcomes of our research.

- Act as the disciplinary expert for the provision of professional analysis and advice to the PVC for Research, University Research Committee, Associate Deans for Research and Departmental Academic leads on impact standards and evidencing of Impact, in conjunction with the University Impact Manager.

- Facilitate understanding of the benefits of, and participation in, impact and public engagement activities at Faculty level through appropriate advice, guidance and imaginative support including professional development activities and training, across the institution in partnership with the University Impact Manager. This will include the dissemination and uptake of a vision for research impact – through, for example: impact master classes for researchers; impact showcase roundtable events; provision of support materials and developing guidance notes on impact identification.

- Responsible for driving the Faculty identification and promotion of the communication of impact stories, impact and policy updates, and opportunities for impact and KE funding. This will include working with others on relevant websites and social media platforms, providing information on research impact and relevant news stories related to the Faculty.

- Responsible for setting and agreeing the standards for the Faculty assessment of impact case studies and for the detailed and complex analysis of the evidence provided in relation to those case studies. This will involve an in-depth understanding of the different and variable ways that impact arises and the interplay of disciplinary differences with the full range of pathways to impact.

- Identify and provide disciplinary focussed commentary to feed into policy consultations and other discussions of strategic importance to the future direction of research impact, via the University Impact Manager, within and beyond the University. This will include external consultations to funders and policy bodies.

- Develop professional networks across and beyond the institution, working with those groups to develop new and creative ways to shape the national discourse on describing and defining Impact.

- Liaise closely with a) the Research Development and Business Development teams in Research and Enterprise and b) the Development Office in External Relations in order to support academic staff with the development and sustaining of relationships and collaborations (with funding bodies, research partners, users of research, other agencies, external institutions and stakeholders) to optimise the delivery, reach and capture of research impact activities, including commercialisation opportunities.

- Provide strategic and technical guidance to Faculty Research Group and Impact Group in relation to Faculty impact, disseminating good practice, and driving forward improvements and provide expert analysis to central Impact groups as necessary.

- Undertake activities related to the operation of the Faculty such as undertaking data analysis, synthesis and report writing and acting as Secretary to Committees and Working Groups as required.

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

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Educated to degree level (or equivalent professional experience)</td>
<td>Essential</td>
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<tr>
<td>Degree level Qualification or equivalent in Social Sciences-related discipline</td>
<td>Desirable</td>
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## Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and understanding of research in a higher education environment</td>
<td>Essential</td>
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<td>Awareness of administrative research support within the Higher Education sector</td>
<td>Essential</td>
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<td>Understanding of the different routes to impact for research in the Social Sciences</td>
<td>Essential</td>
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<td>Awareness of the national research policy priorities in relation to Universities</td>
<td>Essential</td>
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<td>Understanding of issue relating to Data Protection particularly in relation to research</td>
<td>Essential</td>
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## Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>Good interpersonal skills, with the proven ability to develop good working relationships with all staff</td>
<td>Essential</td>
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<td>Able to work independently and use initiative to manage competing demands and achieve deadlines</td>
<td>Essential</td>
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<td>Good analytical skills, demonstrating accuracy and attention to detail</td>
<td>Essential</td>
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<td>Numerate (at least Mathematics qualification at GCSE or equivalent)</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a variety of staff, including senior staff within and outside the University, face-to-face, over the telephone and in writing</td>
<td>Essential</td>
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<td>Ability to understand and explain complicated and/or technical concepts in a way that is easily understood by non-specialists both face-to-face and in other formats and to provide expert advice where appropriate</td>
<td>Essential</td>
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<td>Able to produce work of a high standard to specific deadlines with minimal supervision</td>
<td>Essential</td>
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<td>Excellent IT skills</td>
<td>Essential</td>
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<td>Ability to analyse and critically assess reports and documentation</td>
<td>Desirable</td>
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# PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Identifying key issues within documents or meeting and conversion into succinct reports</td>
<td>Essential</td>
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<td>Working in a Higher Education environment</td>
<td>Essential</td>
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<td>Developing and defining research impact and the production of case studies</td>
<td>Essential</td>
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<td>Experience of research support within the Higher Education sector</td>
<td>Essential</td>
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<td>Experience of supporting Research Impact for Higher Education and/or Research Environment</td>
<td>Essential</td>
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<td>Delivery of training on a technical issues such as Impact or research issues</td>
<td>Essential</td>
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<td>Acting as Secretary to Committees or working groups</td>
<td>Essential</td>
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<td>Experience of managing a budget</td>
<td>Desirable</td>
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<td>Supporting the production of Impact Case Studies for REF 2014</td>
<td>Desirable</td>
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**Personal attributes**

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<th>Essential / Desirable</th>
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<td>Pro-active, confident and able to work with limited supervision, prioritise work accordingly and to strict deadlines</td>
<td>Essential</td>
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<td>Ability to work with a wide range of staff, with tact and diplomacy</td>
<td>Essential</td>
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<td>Strong commitment to working within a team and supporting others</td>
<td>Essential</td>
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THE DEPARTMENT

The role will be located in the Research Centre for the Social Sciences (ReCSS), managed by the Associate Dean for Social Sciences and embedded in the ReCSS administrative team.

The Faculty of Social Sciences at the University of York is a large and diverse grouping of nine departments, including three research-only departments. This rich and exciting disciplinary mix, encompassing both world-leading academic research and teaching and also a strong external focus in particular areas, uniquely positions the Faculty among its peer institutions. The majority of the social science departments were ranked at or near the top of their Units of Assessment in the 2014 Research Excellence Framework. The post will be based in the Research Centre for Social Sciences: http://www.york.ac.uk/social-science/

For information about the York ESRC IAA, see http://www.york.ac.uk/social-science/esrc-iaa/
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2018 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 are ranked 16th in the Times & Sunday Times league table (2017). 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.
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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

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 6644
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 29 May 2018.

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 matthew.festenstein@york.ac.uk

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

recruitment@york.ac.uk
+44 (0)1904 324835