University Impact Manager
Research and Enterprise Directorate

Closing date: 17 June 2018
Interview date: To be confirmed
Vacancy reference: 6720
INTRODUCTION

Following recent changes in staffing, the opportunity has been taken to review the structure of Impact support across this institution. The revised structure includes a central Impact Manager, who will lead on the delivery of Impact across the institution and three Faculty Impact Managers. Given that Impact is still a relatively new concept for institutions, these posts will champion the role of Impact and work together to ensure a change in the culture around Impact with an aim to embed it as part of the overarching research environment. These post holders will work to ensure impact is embedded and celebrated and that funding for Impact is maximised (both in relation to REF Impact QR Income and relevant elements of HEIF). Much of the work will require engagement with a rapidly developing external environment and understanding of Impact and applying expert knowledge to interpret and translate these changes for an institutional context.

The University Impact Manager, based within the Research Strategy and Policy Office of the Research and Enterprise Directorate will provide the institutional leadership for Impact, but the line management for the faculty posts will be via the relevant Faculty Associate Dean for Research.
JOB DESCRIPTION

Main purpose of the role
To take the lead in driving the Impact agenda and the implicit culture change required across the institution and to act as the technical expert on the impact policies and their implementation across the institution. To provide the strategic oversight for the implementation of the impact agenda for the Institution and to provide direction to the Faculty Impact Managers on the strategic priorities. By providing specialist, technical advice and with high level collaborative and facilitative for research impact with academic impact leads in academic departments, Faculty Impact Managers and related staff in the wider Research and Enterprise Department, this post will be key in shaping and delivering the University’s Impact Strategy. 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
(Role holders will be required to undertake some or all of the duties below)

- Provide informed and expert guidance and advice to Senior Managers, Faculties and Departments in relation to research impact and to respond to consultations on national policies and strategies.
- Understand, interpret and act as the institutional expert on the research funding bodies’ and Research England’s current and future rules, regulations and priorities on impact and to be responsible for these being communicated clearly and disseminated to the research community, in collaboration with the Faculty Impact Manager.
- Take responsibility for the tracking and reporting on the implementation of the Impact Delivery Plan, including proposing, developing and then reporting on Key Performance Indicators and other qualitative and quantitative measures. This will include being actively involved in national discussions on the development of impact related measures.
- Support the Research Strategy and Policy Manager in the implementation of the research strategy in relation to the Impact agenda.
- Responsible for setting and agreeing the standards for the internal 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.
- 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
- Develop and embed new methodologies in relation to the identification and tracking of research impact activities and identifying and supporting activities in relation to the sharing of good practice.
- Ensure that information systems, processes and structures that support data-gathering and inform decision making on impact are available and meet the needs of users; and to develop specialist knowledge and expertise for recording the outcomes of our research.
- Lead on supporting and promoting communication of impact stories, impact and policy updates, and opportunities for impact and KE funding across the institution. This will include working with others on relevant websites and social media platforms, providing information on research impact and relevant news stories from information provided by the Faculty Impact Managers.
- Provide overarching guidance and oversight on best practice to identify, maximise and convey the impact of research, enterprise and public engagement projects at all stages of the project lifecycle.
Facilitate understanding of the benefits of, and participation in, impact and public engagement activities through appropriate advice, guidance and imaginative support including professional development activities and training, across the institution in partnership with the Faculty 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.

Take the lead on Institutional responses to policy consultations and other discussions of strategic importance to the future direction of research impact, within and beyond the University.

Advise on the funding and support of Impact across the institution, including the types of funding available within the institution and liaise with other colleagues within Research and Enterprise who manage such funds.

Provide expert advice on the creation, development and refinement of impact case studies, including REF Case Studies and co-ordinate advice on the practical and efficient capture and storage of documentable evidence for these, including issues relating to GDPR.

Liaise closely with a) the Research Development and Business Development teams in Research and Enterprise and b) the Development Office in External Relations to advise on the best ways to optimise the delivery, reach and capture of research impact activities.

Set the agenda for the Impact Forum meetings, providing expert and professional analysis and advice for the PVC for Research, University Research Committee, Associate Deans for Research and Departmental Academic Leads on impact standards and evidencing of Impact.

Act as the institutional expert to Faculty Research Group(s) and Impact Group(s) in providing strategic overview of impact, disseminating good practice, and driving forward improvements, including the institutional Impact Toolkit.

Undertake activities related to the operation of the Research Strategy and Policy Office such as undertaking data analysis, synthesis and report writing and acting as Secretary to Committees and Working Groups as required.
## PERSON SPECIFICATION

<table>
<thead>
<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educated to degree level (or equivalent professional experience)</td>
<td>Essential</td>
</tr>
<tr>
<td>Degree level Qualification or equivalent in numerate discipline</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good interpersonal skills, with the proven ability to develop good working relationships with all staff</td>
<td>Essential</td>
</tr>
<tr>
<td>Able to work independently and use initiative to manage competing demands and achieve deadlines</td>
<td>Essential</td>
</tr>
<tr>
<td>Good analytical skills, demonstrating accuracy and attention to detail</td>
<td>Essential</td>
</tr>
<tr>
<td>Numerate (at least Mathematics qualification at GCSE or equivalent)</td>
<td>Essential</td>
</tr>
<tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>Able to produce work of a high standard to specific deadlines with minimal supervision</td>
<td>Essential</td>
</tr>
<tr>
<td>Excellent IT skills</td>
<td>Essential</td>
</tr>
<tr>
<td>Ability to analyse and critically assess reports and documentation</td>
<td>Desirable</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Personal attributes</th>
<th>Essential / Desirable</th>
</tr>
</thead>
<tbody>
<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>Ability to work with a wide range of staff, with tact and diplomacy</td>
<td>Essential</td>
</tr>
<tr>
<td>Strong commitment to working within a team and supporting others</td>
<td>Essential</td>
</tr>
</tbody>
</table>
The Research Strategy and Policy Office sits within the Research and Enterprise Directorate. The 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.

**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

**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
THE DEPARTMENT

- 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 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 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](http://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 6720
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 17 June 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 anna.grey@york.ac.uk

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

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