Research Strategy and Policy Officer (Governance)
Research and Enterprise

Closing date: 3 December 2018
Interview date: 17 December 2018
Vacancy reference: 7184
INTRODUCTION

Research and Enterprise is the Directorate which supports the research activities of the University.

Within the Research and Enterprise Directorate, the role of the Research Strategy and Policy Section is to:

- maintain a high level of knowledge about the external environment for research and disseminate it as appropriate
- ensure, in association with other Directorates as appropriate, that the University's policies and management tools for research are fit for purpose and responsive to changes in the external environment
- respond to external requirements for information about research activities, notably including managing the University's Research Excellence Framework (REF) submission
- act as a key liaison between senior management and the academic community in matters of research policy
- support the PVC-Research and relevant committees and working groups in articulation and implementation of the University's research strategy
- provide expert advice in relation to research integrity, recording and describing the outcomes of research, especially impact and research strategy

Following the recent appointment of the current post holder to a 2 year secondment post to review research integrity and compliance issues, a post has become available. This post will work closely with the Research Integrity and Compliance Manager to implement the findings of the review and will also support the wider governance and policy remit of the office as a whole.

The post is based within the Research Strategy and Policy Office of the Research and Enterprise Directorate.
Main purpose of the role

The Research Strategy and Policy Office undertakes a wide variety of tasks. The Office is responsible for research management information (including acting as the business owner for PURE, the university's research information system), providing guidance and support on a wide variety of research strategy issues, development of the research impact agenda for the institution, overseeing compliance in relation to integrity and research governance and undertaking statutory returns such as REF.

Staff employed as Research Strategy and Policy Officers are expected to be able to undertake projects which relate to any of the tasks within the remit of the office and to take the lead in a specific priority area. At the current time, these priority areas include Guidance on Research Impact, Research Integrity and Research Information.

Key responsibilities

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

The post will involve a range of general tasks which may include:

Supporting Senior Management

- Supporting the Research Strategy and Policy Manager in the implementation of the research strategy and by providing informed advice to the PVC-Research
- Acting as Secretary to Committees and Working Groups and as required.

Research Management

- Supporting the Research Strategy and Policy Manager in strategic monitoring of the external research environment and responding to consultations on national policies and research strategies.

- Developing and managing research information (particularly relating to policy, management and governance) in response to internal and external imperatives and requirements.

Research Excellence Framework (REF)

- Providing expert knowledge on, and developing cross-university understanding of, the external assessment of research.
- Working with the REF Manager to develop University processes for meeting the requirements of REF.

Research Communication

- Supporting the implementation of the Research Communication Strategy, including maintenance of the appropriate website and working with Director External Relations and Director Research and Enterprise on the promotion of York's research activity.
- Organising the agenda for the Research Forum (Chairs of Departmental Research Committees and Academic Coordinators).

Priority Areas

- Supporting the provision of research management information and the use of PURE and the York Research Database within the University, as a fundamental research management tool for academics and administrative staff.
- Supporting the development of the understanding of Impact and advising on best practice for embedding impact
- Supporting the development of a robust research integrity framework

In particular, the Research Strategy and Policy Officer (Governance) will be responsible for the operational aspect on research governance including:

1. Implementing University policies and procedures for research governance.
2. Organise a termly Research Integrity Forum.
3. Providing administrative and general support to promote ethical behaviour and good conduct in research and innovation.
4. Undertaking and publishing annual institutional
integrity reports as required.

5. Work with those supporting other research governance work, including training provision and legislative aspects.

6. Contribute to and lead some special projects relating to research ethics and governance developments as may arise from time to time.

7. Have oversight of the good research practice and research ethics web pages, ensuring these are maintained and regularly updated.

8. Support the Secretary to the University Research Committee, maintaining a rolling agenda of items, managing the action log, developing the agenda for approval by the PVC for Research, setting the timeline for the submission and circulation of papers, managing substantial formal agendas, ensuring that operational procedures (e.g. handling conflicts of interest) are fit for purpose, and writing complex minutes.

9. Support operational activities of the office, to ensure that deadlines do not clash and ensure the wide range of academic procedures and processes, such as Annual Departmental Research Reviews and Faculty Research governance are run efficiently.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others 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>E</td>
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<td>Literate ((at least English qualification at GCSE or equivalent)</td>
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<td>Numerate (at least Mathematics qualification at GCSE or equivalent)</td>
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<tr>
<td>Knowledge</td>
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<td>Awareness of administrative research support within the Higher Education sector</td>
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<td>An understanding of the different forms of research impact and its importance to Higher Education</td>
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<td>Awareness of the principles underpinning Research Integrity</td>
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<td>Awareness of the national research policy priorities in relation to Universities</td>
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<td>Understanding of database systems and the use of data for management information</td>
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<td>Experience of research support within the Higher Education sector</td>
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<td>An understanding of the issues relating to the setting of metrics used in measuring research performance</td>
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<tr>
<td>Skills, abilities and competencies</td>
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<td>Ability to communicate effectively with a variety of stakeholders, including senior staff within and outside the University, face-to-face, over the telephone and in writing</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>
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<td>Able to produce work of a high standard to specific deadlines with minimal supervision</td>
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<td>An organised and methodical approach to tasks</td>
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<td>Excellent general IT skills (competent user of spreadsheets in order to analyse data, produce graphs and perform calculations, word processing to produce reports, mail merge, email and the ability to search for data via the internet)</td>
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<td>Excellent Interpersonal skills, with the proven ability to develop good working relationships with all staff</td>
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<td>Ability to analyse and critically assess reports and documentation</td>
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### PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Experience of identifying key issues within documents or meetings and conversion into succinct reports</td>
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<td>Practical experience of using Information Management Systems or similar and of the use of data for management information</td>
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<td>Experience of working in a Higher Education environment</td>
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<td>Experience of developing and using performance measurement indicators</td>
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<td>Experience of developing and defining research policies</td>
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<td>Acting as Secretary to Committees or working groups</td>
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<td>Experience of using Research Information Systems or similar database systems</td>
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<tr>
<td>Personal attributes</td>
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<td>Attention to detail, including accurate inputting of data to databases and developing data validation processes</td>
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<td>Pro-active, confident and able to work with limited supervision, prioritise work accordingly and to strict deadlines</td>
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<td>Ability to work with a wide range of staff, with tact and diplomacy</td>
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<td>Strong commitment to working within a team and supporting others</td>
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<td>Good interpersonal skills</td>
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THE DEPARTMENT

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
- 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 7184
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 3 December 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 on anna.grey@york.ac.uk (RSPO Manager) (01904) 324047 or Alice Wakely (current postholder)

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

recruitment@york.ac.uk