

**Job Description**

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| Job Title: | Research Excellence Manager |
| Faculty/Department: | Research, Knowledge Exchange and Commercialisation |
| Reporting to: | Head of Research Excellence, Governance & Impact |
| Duration: | Continuing |
| Job Family: | Administration |
| Pay Band: | 8 |
| Benchmark Profile: | Manager (Administration) Band 8 |
| DBS Disclosure requirement: | N/A |
| Vacancy Reference: | AE0249 |

**Details Specific to the Post**

**Background and Context**

The Research Excellence Manager plays a key role in enhancing the University of Hull’s research reputation. With a focus on the quality, impact and visibility of our research and the culture that supports it, the post holder will work closely with the academic and the professional services communities to further develop our research excellence.

Reporting to the Head of Research Excellence, Governance & Impact, the post holder will work with the Pro-Vice Chancellor Research, Director of Research and Innovation Services and Associate Deans of Research to lead the preparation and delivery of the University of Hull’s REF 2029 and beyond, will ensure our research strategy is realised and will coordinate institutional efforts to advance the University Hull’s position in research-related external rankings.

The post holder will support senior leaders at institutional, faculty and school level and work very closely with other colleagues in professional services. Key responsibilities will span across planning and implementing programmes to strengthen research performance, reporting on progress and providing professional advice on research excellence as well as engaging with the sector in all aspects of research excellence.

Alongside leading large-scale research evaluation exercises, the post holder will support the development of the evidence-base to underpin the University’s research strategy and liaise with our systems teams to develop and support the systems and data requirements for the University’s effective response to external assessment, monitoring exercises and participation in research-related rankings.

### Specific Duties and Responsibilities of the post

1. Working closely with the Pro-Vice Chancellor Research and Enterprise, the Director, Research and Innovation Services, and the Associate Deans for Research, develop the University’s strategic approach to key areas of internal and external assessment and review exercises such as the REF.
2. Provide strategic leadership, project management, expert advice and oversight of all the preparatory work and actual submission to REF, statutory returns, internal research audits and institutional research and KE related KPIs.
3. Provide expert advice to Faculty Deans, Associate Deans for Research, Heads of Schools, Institute Directors, and REF coordinators on increasing the quality, visibility and influence of their Faculty/School/Department/Institute’s research and research impact. Work with and influence the academic community in pursuit of consistent high-quality research. Advise on interdisciplinary approaches that will contribute to excellence, particularly in alignment with REF and external rankings.
4. Work closely with the systems and data team to support the development of systems and data capture for research planning and research development and support continuous improvement. Work closely with Faculties and schools to develop guidance and supporting materials for the academic community to ensure uptake of systems usage.
5. Work closely with the Research Culture Team in developing and implementing initiatives to enhance our institutional research culture. Undertake regular reviews on progress, seek feedback from the academic community and ensure recommendations are acted upon. Link internal facing work on research culture with external sector policy and developments of research culture. Ensure Research Culture developments are appropriately recorded and evidenced to ensure they can be used for submission to external assessment exercises, including leading on the development of case studies highlighting the University of Hull’s approaches.
6. Support the development of effective metrics to support research, ensuring adherence to the responsible use of metrics agenda and ensuring that equality, diversity and inclusivity are embedded throughout the University’s research processes and initiatives to support research excellence. Comply with the associated data protection (e.g. General Data Protection Regulations (GDPR), information security, information management and information technology regulations, policies, processes and procedures.
7. Help define research and KE related KPIs and other metrics, monitor them and make recommendations to the Pro-Vice Chancellor Research and Enterprise, and the Director, Research and Innovation Services, University Research and KE Committee, Faculties and Institutes on how performance could be improved to meet the aspiration of research excellence.
8. Working closely with the Director of RIS and Head of REGI on the development of policies and processes that will support the generation of excellent research with impactful outcomes. Ensure effective stakeholder engagement and implementation of new policies, and in collaboration with academic colleagues, develop a shared awareness of research excellence by discipline and embed this understanding across the University.
9. Make recommendations based on responsible and accurate data to institutionally wide research and KE committees to enable effective decision-making, and lead on University responses to consultations related to research and impact assessment and excellence.
10. Share good practice internally and externally. Maintain a comprehensive knowledge of external policy development in the area of research assessment and research-related rankings, and promote good practice by engaging with external bodies, colleagues at other universities, etc.
11. Support specific projects arising from discussions at the University’s Research and Knowledge Exchange Committee, for example, supporting task and finish groups, projects on key issues, preparing and contributing to implementation plans, etc.
12. Maintain professional working relationships across many parts of the University including the PVC-RE, Associate Deans of Research, Directors of Research, Knowledge Exchange teams, Library, Planning and Business Intelligence, Open Science champion, etc.
13. Maintain links with external sectoral groups such as ARMA and JISC.

**Line Management**

The Research Excellence Manager will be line-managed by the Head of Research Excellence, Governance and Impact. The postholder is expected to lead work across all teams in Research and Innovation Services and may be expected to line manage some members of staff themselves.

**GENERIC JOB DESCRIPTION**

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

### Overall Purpose of the Role

* Role holders will:
  + Be experienced professionals who are expected to exercise a significant degree of specialist and independent responsibility
  + Have gained a professional and/or academic qualification and have extensive specialist experience
  + Be involved in planning and ensuring progress within established procedures and clearly defined university policy by providing a high level of specialist advice and expertise to support the Faculty or Departmental activities
  + Contribute to the longer term planning in accordance with the wider University strategy
  + Advise senior University management on policy, functional or service priorities and develop new procedures and polices within existing values
  + Have responsibility for a service/function and will include managing team(s), monitoring progress and taking appropriate action to ensure the goals and objectives are met.

**Main Work Activities**

### Communication

1. Provide specialist advice and guidance to managers and staff
2. Explain new and existing policies in relation to operational activities
3. Create and deliver presentations to communicate information across Faculty/Dept/University
4. Attend meetings to report on specialist issues
5. Take formal minutes at meetings when required
6. Writes formal documentation
7. Writes procedural documentation

### Teamwork

1. Provide strategic and operational leadership; may supervise team leaders, define objectives, set deadlines, allocate work and monitor outcomes

**Liaison and Networking**

* Proactively develop and maintain internal and external contacts to benefit the University
* Participate in networks internally and/or externally

### Service Delivery

* Assist in the preparation, presentation and implementation of the strategic plans and operating statements and ensure compliance with reporting requirements within the University
* Assist with the effective management of the quality of the service
* Assist the Head of Department/Service to maintain administrative direction
* Develop and manage projects that contribute to improving service delivery
* Develop and maintain systems and processes to ensure effective delivery of the service

### Planning and Organisation

* Co-ordinate departmental processes in conjunction with senior colleagues
* Plan and monitor the work of others
* Contribute to the longer term operational planning of the Faculty/Department
* Organise and service committees as appropriate
* Organise and represent the area and University at events

### Analysis/Reporting

* Analyse qualitative and quantitative data producing reports identifying key issues that inform management interventions. Formulate recommendations and provide advice on the implications of the data

### Additionally the post holder will be required to:

* Fulfil the employees’ duties described in the University’s health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
* Fulfil the managers’  responsibilities as described in the University’s health and safety policies. These duties include responsibility for ensuring that suitable and sufficient risk assessments are in place for activities within your area of control and for ensuring appropriate health and safety training is in place.
* Support staff to demonstrate their commitment to equality, diversity and anti-discriminatory behaviour. This role includes making time available for staff to undertake mandatory equality and diversity training
* Raise awareness amongst staff and support staff to fulfil their responsibilities to comply with University regulations, policies and procedures

**COMPETENCY SPECIFICATION**

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

. **The Competencies set out below are essential and are core requirements** needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

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| **Competency** | **Identified by** |
| **Knowledge and Experience** |  |
| A relevant degree or equivalent qualification and/or experience. | **Application/Interview** |
| Is a professional with proven experience of working in HE, in particular in the area of RE management | **Application/Interview** |
| Proven experience of working with research systems, research information analytical tools, and/or research assessment methods and exercises  Good working knowledge of metrics, including proven experience being able to work with and analyse large complex data sets | **Application/Interview** |
| Proven experience of effective delivery of projects to deadlines within complex and diverse workload  Has a working knowledge of Open Research and EDI principles | **Application/Interview**  **Application/Interview** |
| Evidence of ability to develop relationships and effective interaction with senior management, as well as with other HE organisations and funders such as Research England | **Application/Interview** |
| Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development | **Application/Interview** |

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| **Communication (Oral and Written)**  Can demonstrate the ability to summarise complex ideas or information which may be highly detailed, technical or specialist. | **Application/Interview** |
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| **Teamwork and Motivation**  Can demonstrate the ability to have responsibility for a service/function. Clarifies the requirements of the tasks to meet the overall goals and objectives. Monitors progress and takes appropriate action to deal with difficulties and conflict. Identifies development and training needs of the team, monitors performance and gives feedback. | **Application/Interview** |
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| **Liaison and Networking**  Can demonstrate the ability to work across the University and externally to build and strengthen working relationships. Actively pursues a shared interest and works jointly to influence events and decisions. | **Application/Interview** |
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| **Service Delivery**  Can demonstrate the ability to adapt the service and systems to meet the needs of the customer and identify ways of improving standards. Takes action to resolve issues and complaints. Collates feedback and views from customers and keeps up to date with changing needs to inform service development/adjustments. | **Application/Interview** |
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| **Decision Making**  Can demonstrate the ability to consider the wider impact of decisions, assesses possible outcomes and their likelihood. Uses judgement to make decisions with limited or ambiguous data and takes into account multiple factors. Distinguishes between the need to make a decision, when to defer and when not to take a decision. | **Application/Interview** |
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| **Planning and Organisation**  Can demonstrate the ability to agree objectives and requirements for the team or area of operation. Monitors overall progress of project or area of operation and ensures corrective action is taken. | **Application/Interview** |
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| **Initiative and Problem Solving**  Can demonstrate the ability to gather information from a variety of sources to develop solutions and considers the longer term benefits against their chances of success. | **Application/Interview** |
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| **Analysis/Reporting**Can demonstrate the ability to design and use data gathering and analytical methods appropriate for each investigation. Recognises and accurately interprets patterns and trends. Recognises when additional data is required and identifies appropriate sources. Produces reports and identifies key issues and findings. | **Application/Interview** |