

JOB DESCRIPTION

Job Title: Impact Achievement and Management Officer
Ref no: RKTO26
Campus: Hendon
School/Service: RKTO
Grade: 6
Salary: £31,834 per annum to £36,508 (inclusive of OLW).
Period: 2 year Fixed term (possibility of being made permanent thereafter)

Reporting to: Director of Knowledge Transfer

Reporting to Job Holder: None

Overall Purpose:

To provide direct support to academic staff, and the Research and Knowledge Transfer Office (RKTO), for the achievement and management of impact from research and knowledge transfer projects conducted in the university's London campus and satellites; to curate and index evidence of impact; and to support senior managers and academics in the promulgation of good practice in impact generation, impact documentation and the diversification of routes to impact.

Principal Duties:

1. To seek out opportunities for impact and engagement for the University's current and recent research and knowledge transfer projects under the direction of the Director of Knowledge Transfer;
2. To provide a central source of evidence-based advice on 'what works' in the generation, management and curation of evidence of impact, and in the evolution of policy and practice on impact in higher education generally, in collaboration with the Director of Knowledge Transfer and the Director of Research, so as to maximize the impact benefit of research and knowledge transfer activity;
3. To collate, analyze and manage the central record of 'pathways to impact' associated with current and future research projects and programmes, the impact plans of research groups, the IP exploitation plans associated with translation and follow-on KT project awards, and the intended routes to impact for all other research projects associated with the university's research and knowledge transfer activities – either by building ab initio or developing from modules of existing packages (for example, research information management systems deployed by the Library team) a means of storing and tracking evidence of impact and impact plans;
4. To index and curate the data so collated, and to seek ways in which it may be used by senior managers to track progress in relation to the achievement of impact from research, using analytical techniques of a quantitative nature to undertake this work;

5. To provide support and advice to individual members of academic staff on best practice in impact generation, promotion, tracking and evidence attestation, and to do so through workshops or clinics for the benefit of groups, departments and Schools under the direction of the Director of Knowledge Transfer;
6. To provide support to academic staff, through the Grant Funding Development Team and the Knowledge Transfer Team in the RKTO, for the development of pathways to impact statements for bids to [public funding agencies];
7. To provide specialist advice and reports on progress in relation to impact for University committees, working groups and senior managers;
8. To work with Unit of Assessment coordinators and other School-based staff preparing for REF2020, or any alternative arrangements for research assessment as may replace it, in preparing narrative case studies, sourcing evidence for those case studies and/or summaries of impact required, and to provide the same support in relation to any internal surveys of the same type ('mock REF exercises');
9. To provide support to the Director of Knowledge Transfer in the development of the University's Impact Strategy, and to work with the Deputy Deans of Schools to provide appropriate support for impact enhancement;
10. To maintain a familiarity with the research and knowledge transfer activities of the University with a view to identifying areas for further development and support;
11. To undertake any other duties as directed that may be reasonably expected within the overall objectives of either post.

PERSON SPECIFICATION

Job Title: Impact Achievement and Management Officer

Your supporting statement on your application form will be assessed to see how you meet each of the following criteria

SELECTION CRITERIA:

ESSENTIAL

- Experience of higher education research and/or knowledge transfer support, or the undertaking and management of research/knowledge transfer projects and programmes;
- Good knowledge of impact in the context of research management, and specifically in the context of UK research assessment regimes;
- Skills of a high order in quantitative data analysis and statistical analysis;
- Experience of preparing reports and briefings for senior management;
- Experience of providing professional service to academic staff in relation to some aspect of research, knowledge transfer or public engagement;
- Familiarity with IP exploitation and/or commercial engagement with business along with the ability to identify opportunities across a number of sectors;
- Experience of delivering workshops and presentations to a range of audiences;
- Self-motivated and able to work for extended periods under own initiative, including updating legal knowledge;
- Articulate and able to communicate with staff at all levels and students.

DESIRABLE

- Familiarity with at least one research information management system (RIMS);
- Familiarity with the Research Excellence Framework (REF);
- Some experience of developing databases or other application tools for the management and curation of mission critical information for a public or private institution;
- Good connections within the profession of research management (e.g. participation in ARMA or similar professional bodies).

Hours: 35.5 hours per week, actual daily hours by arrangement.

Fixed Term Contract

This fixed term appointment is for the following allowable reason:

- To reflect the uncertainty of and short term nature of funding which will expire on 31st July 2021

Therefore, this current appointment has a defined end date of 31st March 2021. ***However, the University hopes and intends to seek resources to continue the position beyond the end of this fixed term contract if at all possible.***

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

Leave: 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

Flexibility: Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

No Parking at Hendon campus: There are no parking facilities for new staff joining our Hendon campus, except for Blue Badge holders. If you are applying for a post at our Hendon campus please ensure you can commute without a car.

Information on public transport to Hendon can be found here:
<http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, a cycle to work scheme and bicycle and motorbike parking and changing facilities.

Flexible working applications will be considered.

Closing date for receipt of applications: see job advertisement

Interview date: See job advertisement

What Happens Next ?

If you wish to discuss the job in further detail please contact DR Mark Gray (Director of Knowledge Transfer) on (020) 8411 5319.

If selected for interview, you will hear directly from someone in the School/Service, usually within 3 weeks of the closing date. If you do not hear from us you may assume that your application was unsuccessful.