



Type Job Title here

Job Title:	Research and Knowledge Exchange Policy and Impact Officer
Reference No:	
Reports to:	Deputy Director – Research and Knowledge Exchange
Responsible For:	
Grade:	E
Working Hours:	37 hours per week
Faculty/Service:	Enterprise & Innovation
Location:	Design Centre, City Campus
Main Purpose of Role:	To provide policy support to research and knowledge exchange activities at the University and to develop and embed activities that will maximise the impact and benefit of the University's research and knowledge exchange activity

Key Responsibilities and Accountabilities:

- Working closely with the Academic Research Director and Deputy Vice Chancellor (Academic), advise on and co-ordinate the university's policy in relation to research.
- Working closely with the Assistant Director (Research and Knowledge Exchange) and Deputy Vice Chancellor (Commercial), advise on and co-ordinate the university's policy in relation to knowledge exchange.
- Working with colleagues across the university, including through the Research and innovation Group and Knowledge Exchange Group, co-ordinate the implementation of key elements of the university's Research and Knowledge Exchange Plan.
- Engage with external partners to identify opportunities for research impact and knowledge exchange
- Maintain an understanding of current academic and policy thinking on university engagement around research and knowledge exchange
- Co-ordinate the university's response to the Knowledge Exchange Framework and Knowledge Exchange Concordat
- Support the submission of relevant statutory returns on research and knowledge exchange including the HE-BCIS survey.

- Work closely with academic staff to realise and demonstrate research impact and develop impact case studies for future research assessment exercises.
- To manage information and develop processes and structures that support data-gathering and inform decision making on impact.
- To search and retrieve information relevant as evidence of the impact of our research and sufficient for inclusion in impact case studies.
- Raise awareness of and create mechanisms for sharing existing good practice in public engagement
- To work with colleagues to publicise the impact of research and knowledge exchange activities. Work with the University's Press Office to identify and write research news stories for both internal and external audiences.

**Special
Circumstances:**

This role may entail local and national travel including occasional overnight stays. The ability to travel independently to a variety of locations is required.



Part 2A: Essential and Desirable Criteria

Essential

Qualifications and Professional Memberships:

Educated to degree level or equivalent experience.

Knowledge and Experience:

Understanding of research and knowledge exchange policy issues in a higher education environment.

The ability to understand and explain complex subjects in a way that is easily understood by non-specialists.

Good knowledge and understanding of the research and knowledge exchange assessment frameworks and in particular, what is meant more broadly by the impact of research,

Excellent interpersonal skills, with experience of dealing with people of various levels of seniority in various types of organisation.

Experience of working within or with a higher education environment.

Experience of engagement/ partnership activities in a similar context

Desirable

Qualifications and Professional Memberships:

Knowledge and Experience:

Experience of developing and writing REF impact case studies or similar.

Experience of working with research and knowledge exchange projects and connecting universities to external partners

Previous experience of dealing with research groups and practitioners;

Previous experience of developing and delivering presentations;

Part 2B: Key Competencies

Competencies are assessed at the interview/selection testing stage

Communication

Oral

Checks on recipients understanding and takes action to remedy any miscommunications.

Adapts style in response to feedback.

Demonstrate awareness and act discreetly when dealing with sensitive and confidential information

Written

Conveys information of a complex, conceptual and specialist nature using a range of styles and media selected to meet the needs of others;

Presents complex information in formats appropriate to non-specialists without comprising meaning;

Monitors the reactions of others and takes appropriate steps to remedy any miscommunications;

Ability to produce work of a high standard to specific deadlines.

Analysis and Research

The ability to understand, discuss and convey complex subjects in a way that is easily understood by non-specialists

The ability to understand and apply statistics.

Planning and Organising Resources

Excellent attention to detail.

An organised and methodical approach to work.

Pro-active and able to prioritise work-load according to deadlines.

Ability to work under pressure.

Ability to engender co-operation and work collaboratively.

Checks and reports on progress and achievements against planned activity and takes action to adapt plans to take into account any problems that may have arisen;

Date Completed:

28th May 2021