



Senior Impact Officer (2 Posts)

Reference: R220844

Grade: 8

Salary: £35,333 to £42,155, per annum, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose

Aston University is seeking to appoint two Senior Impact Officers to grow capacity in the University's Research Impact Team. The postholders will play a key role in planning, supporting and enhancing research impact and external engagement with research activity. They will provide professional expertise and advice on research impact.

A major focus of the role will be the effective development, evidencing and communication of impact for research assessment exercises, including the Research Excellence Framework (REF). The postholders will also work to enable and support research impact more broadly, including the development of a flourishing and inclusive impact culture.

The postholders will be based in the University's Research and Knowledge Exchange (RKE) team and will report to the University Impact Manager. They will also work closely with senior colleagues in one or more of the University's three Colleges - Business and Social Sciences (BSS), Engineering and Physical Sciences (EPS), and Health and Life Sciences (HLS), and with colleagues in RKE who support bidding activity across the research lifecycle. It is anticipated that one postholder will work primarily with the BSS College, while the other postholder will work primarily with the EPS and HLS Colleges.

Main duties and responsibilities

Research Excellence Framework (REF)

1. Work with the University Impact Manager and with College Impact Leads to support all impact preparations for relevant Units of Assessment (UoAs) for the next REF, including:
 - a. developing a pipeline of potential REF impact case studies
 - b. providing strategic advice to researchers on the development of impact case studies
 - c. scrutinising eligibility and ensuring REF submission guidelines are adhered to
 - d. assessing scoring potential and risk factors
 - e. supporting impact evidence collation
 - f. editing impact case studies and providing feedback on case study drafts.
2. Work with the University Impact Manager to track research impact activity in the University, and to help provide reports, as required, at UoA, College and University level.
3. Maintain a good awareness of external policy developments in relation to research impact and engagement, including REF.

Enabling research impact

1. Work with RKE's Strategic Funding Managers to provide guidance and advice in respect of impact in research funding proposals, as appropriate, including helping PIs to develop impact and evaluation plans.
2. Work with the University Impact Manager, College Deputy or Associate Deans of Research, and College Impact Leads to identify research which has good impact potential, and to support the development of that potential.
3. Contribute to the development and delivery of the University's impact training and capacity-building events.
4. Work with the University Impact Manager and with College Impact Leads to promote the University's pump-priming funding for impact (for example, BBSRC IAA, EPSRC IAA, Aston Research Impact Fund and Aston Proof of Concept Fund), and support the work of these funds, as appropriate.
5. Contribute to the development and maintenance of online content, including best practice guidance, impact stories and training materials, which promotes and celebrates research impact activity at Aston.
6. Maintain an awareness of sector developments and share that learning internally.
7. Contribute to the Research Impact Team's monitoring and dissemination of policy impact opportunities.

Research impact strategy and culture

1. Support the development and delivery of strategies for research impact at University, College, School and UoA level.
2. Work closely, as required, with College Impact Leads, College Deputy or Associate Deans of Research, and the University Impact Manager to promote and support a flourishing and inclusive culture of research impact and engagement.
3. Help identify shortfalls in impact development and support, and contribute to the design and delivery of solutions to maximise the University's capacity to identify and realise impact potential.
4. Promote and proactively share best practice, as appropriate.

Internal and external relationships

1. Act as a key point of contact for research impact issues.
2. Build networks and foster connections, as appropriate, both within the University and externally.

3. Maintain awareness of sector developments and share learning internally.

Other

1. Plan and manage individual workload in the context of Research Impact Team and University priorities.
2. Supervise more junior staff or contractors involved in research impact and engagement work, as appropriate.
3. Take on any other duties and responsibilities commensurate with the level of the post as requested by the line manager.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Honours degree (or equivalent)	Application form
Experience	<p>Delivering support for research, knowledge exchange or impact, preferably in a HE setting</p> <p>Drafting of written reports or papers which present complex information clearly and succinctly</p> <p>Development and delivery of effective face-to-face and online training</p> <p>Effective delivery of tailored advice on a one-to-one basis</p> <p>Project planning and project management</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form</p> <p>Interview</p> <p>Application form</p>
Aptitude and skills	<p>Demonstrable knowledge and understanding of the REF, in particular the impact element</p> <p>Managing multiple relationships at different levels across a large organisation</p> <p>Effective time-management, including ability to work to tight deadlines and to prioritise tasks on simultaneous projects.</p> <p>Working collaboratively in a team to achieve a challenging common goal</p> <p>High-level information and analytical skills, and an ability to effectively</p>	<p>Interview and assessment exercise</p> <p>Interview</p> <p>Application form and interview</p> <p>Interview</p>

	Essential	Method of assessment
	<p>organise and manage data and information.</p> <p>Excellent written communication skills, including the ability to draft accurate, well-written and succinct reports on complex issues for a non-specialist audience</p> <p>Excellent oral communication skills, including the ability to listen, identify key points and tailor advice appropriately</p> <p>The ability to use Microsoft Office effectively, including Excel and PowerPoint</p> <p>Demonstrable influencing, negotiating and diplomacy skills in the context of research impact</p> <p>Ability to use initiative</p>	<p>Application form and assessment exercise</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form</p> <p>Interview</p> <p>Application form</p>

	Desirable	Method of assessment
Education and qualifications	A postgraduate or research-related qualification	Application form
Experience	Professional track record of developing or supporting the development of research impact and of high-quality REF impact case studies	<p>Application form</p> <p>Application form</p>

	Desirable	Method of assessment
	Working with stakeholders outside academia to realise the benefits and impact of research	
Aptitude and skills	A good working knowledge of how academic researchers can engage with the UK Government and Parliament	Application form

How to apply

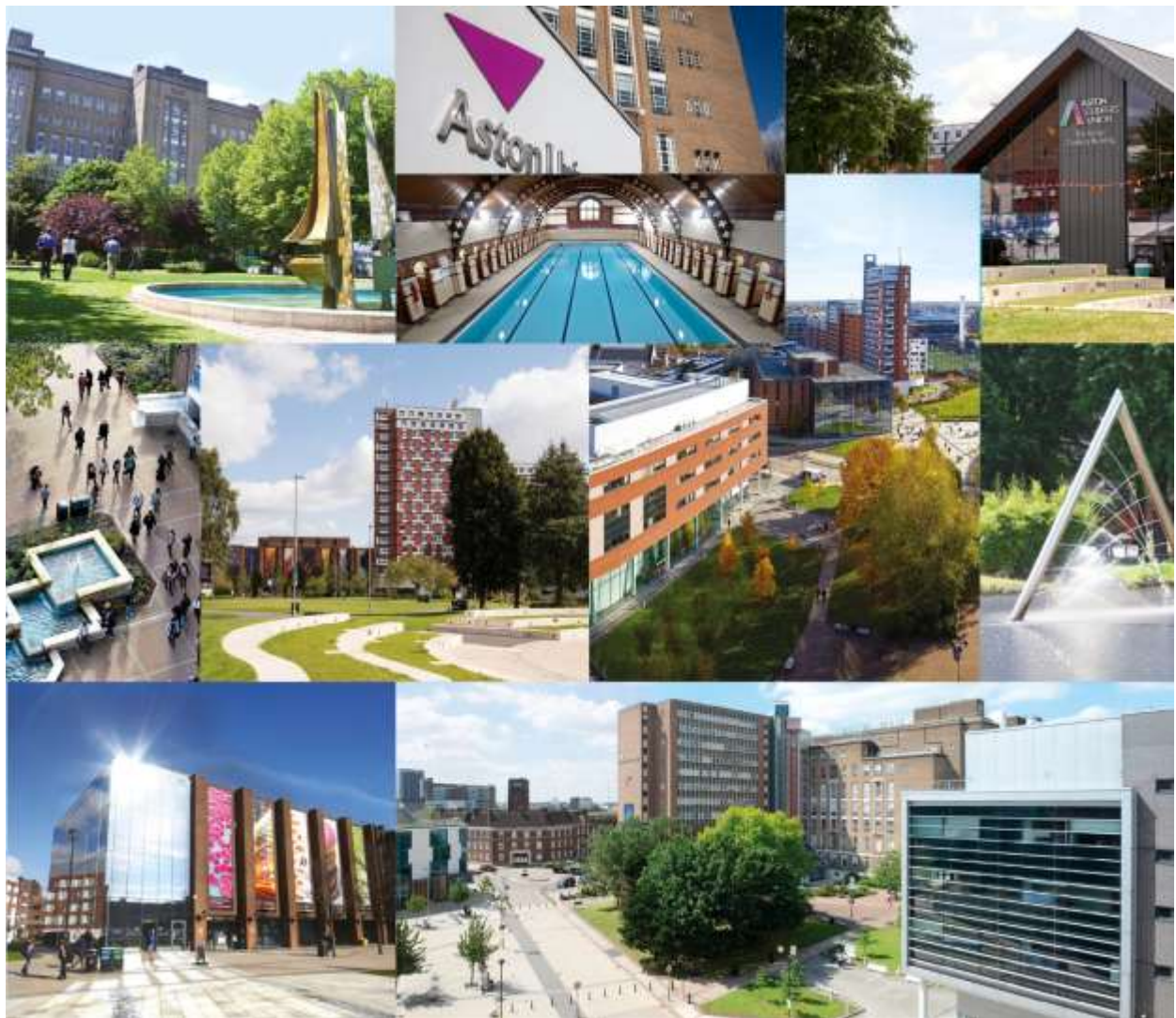
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Liz Fawcett

Job Title: University Impact Manager

Email: l.fawcett@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates

should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000
aston.ac.uk



**Where change
gets real.**