



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0160-25**

**Grade: Grade 09**

**Salary: £46,735 to £55,755, per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

The role of University Research Impact Manager is central to the identification, generation, development, and maturation of the next generation of Aston impact. At Aston, we acknowledge and embrace the importance of impact for REF purposes, but our impactful activity goes far beyond this and is embedded in everything that we do. Our priority is to enhance the capability and the capacity of academics to generate significant and far-reaching impact from their research and to develop case studies relating to this.

The Research Impact Manager will be responsible for leading the University's Research Impact team and for contributing to the development and implementation of the University's impact strategy. This will include developing and enhancing institution-wide processes, policies and activities which support the generation of impact arising from our research; establishing and maintaining management information relating to impact; engaging with internal colleagues and external partners to maximise the impact of our research and ensuring that appropriate evidence of impact is collected and stored as relevant.

The successful candidate will bring expertise of developing and delivering impact and will provide leadership of the research impact agenda at Aston. They will be a skilled communicator who is well equipped to build networks, effectively distil and share information, make linkages and act on opportunities. They will have significant knowledge and awareness of the UK research and innovation landscape, with experience of focusing on both the strategy and the operational detail required to support academics in the generation of significant and far-reaching impact. They will have experience of working with Research Information Management Systems, in particular with respect to managing a pipeline of impactful research.

### Main Duties/Responsibilities

- ▶ To work with colleagues across the University and our beneficiary groups to contribute to the delivery of the University's Research and Impact Strategy.
- ▶ To provide guidance and support to help academics and researchers identify, develop, maximise, and convey the impact of research, enterprise and public engagement projects at all stages of the project lifecycle, and to advise staff on the University's process for maximising, capturing and recording impact.
- ▶ To support the development of REF impact case studies, to track the development of these case studies and support the critical review of case study quality.
- ▶ To support the Director of Research Services in the management of our REF returns, including the monitoring of progress towards submission.
- ▶ To work with colleagues in the Colleges and Research and Enterprise to manage and oversee the implementation of impact accelerator awards and impact funds.
- ▶ To build and maintain a good understanding of academic research interests across the University working closely with individuals to support them throughout the planning and development of fundable research proposals with a view to fully drawing out the impact potential of their work.
- ▶ Communication will be key to the success of this role. At Aston, key relationships will be with the PVC and Deputy PVC Research and Enterprise; Director of Research Services; Director of Knowledge Exchange; College Deputy Deans Research, Impact Leads and Research Managers; Strategic Funding Managers; and Business Development Managers.
- ▶ To manage information and develop systems and structures that support data-gathering and inform decision making on impact, using our current systems such as Pure as appropriate.

- ▶ To prepare reports and communicate findings and analyses in relation to research impact to Senior Managers, Academics, Researchers and colleagues in Professional Services.
- ▶ To work with colleagues in Colleges, Research and Enterprise and the Graduate School to develop and deliver high quality and innovative training and support to academic staff and researchers at all stages of their career.
- ▶ To work closely as a team with the Research Data and Systems Manager, Strategic Funding Managers, KTP Manager, and Grants Officer, to provide support on building in impact into funding bids wherever possible.
- ▶ To work with the University's marketing team to support the promotion and celebration of our impactful research.
- ▶ Line management of the Senior Impact Officers and Impact Acceleration Account Manager.
- ▶ To 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.
- ▶ 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
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A good honors degree</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Significant experience of generating and developing research impact</li> <li>▶ Experience of working across different academic disciplines</li> <li>▶ Experience of working closely with academic staff and senior University management.</li> <li>▶ Experience of managing a complex and dynamic portfolio of work.</li> <li>▶ A good knowledge of the research policy and funding environment.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ A strong understanding of research impact in its widest context and an appreciation of the different ways in which academic and scientific knowledge can contribute to society, the economy, and the environment.</li> <li>▶ High-level information and analytical skills and an ability to organise and manage data and information and report on findings to the relevant audience verbally and in writing.</li> <li>▶ A proven ability to communicate and develop effective relationships with senior staff in universities, companies and public and third sector organisations.</li> <li>▶ Ability to maintain confidentiality and prioritise key tasks to meet deadlines.</li> <li>▶ Proven experience of leadership and management.</li> <li>▶ Well-developed leadership skills and the ability to effectively communicate the vision for a team.</li> </ul>	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> <li>▶ Proven ability to critique written reports and offer pointers for improvement.</li> </ul>	

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ A postgraduate or research-related qualification</li> <li>▶ A project management qualification</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Experience of leadership of the impact portfolio at School/College/University level.</li> <li>▶ Experience of using a Research Information Management System for either research or impact purposes.</li> </ul>	Application form and interview
<b>Aptitude and Skills</b>	<ul style="list-style-type: none"> <li>▶ A good working knowledge of the public policy drivers for impact across Government, Charities, and other key research partners</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



### Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



### Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.



### Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



### Inclusion

We treat everyone in our community equally and how they would like to be treated.



### Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## 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 23.59pm 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 [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information.

### Enquiries about the vacancy:

Name: Sally Puzey

Job Title: Director of Research Services

Email: [s.puzey@aston.ac.uk](mailto:s.puzey@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@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:** [Benefits and Rewards | Aston University](#)

**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:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **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.

The salary being offered for this role is below the minimum threshold for required to sponsor new applicants to the Skilled Worker route. However, Aston University may be able to sponsor the successful candidate if they:

- Are under 25 years old
- Have held a student or Graduate visa in the last 2 years
- Are already in the UK with a Tier 2 or Skilled Worker visa

Please contact [hr\\_immigration@aston.ac.uk](mailto:hr_immigration@aston.ac.uk) if you would like to discuss your eligibility for Skilled Worker sponsorship.

### **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>

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