

Senior Impact Officer



OPPORTUNITY

Where change
gets real.



Reference: 0445-25

Grade: 8

Salary: £38,249 to £45,413 per annum, depending on experience

Contract Type: Permanent

Basis: Full-time

Job description

Job Purpose:

Aston University's 2030 strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

The Senior Impact Officer will play a central role in delivering the University's impact strategy, supporting the planning, development and demonstration of the real-world impact arising from our research. The role will involve close collaboration across teams; gathering information and maintaining databases on research impact; advising colleagues on impact pathways and appropriate forms of impact evidence; delivering training for staff at all career stages; and identifying opportunities to strengthen and expand the University's impact portfolio.

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 postholder will contribute to enabling and supporting research impact more broadly, helping to foster a positive, inclusive and sustainable impact culture across the University.

The postholder will be based in the University's Research and Enterprise (R&E) 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 Colleges/Schools – Law & Social Sciences (LLS), Aston Business School (ABS), Engineering and Physical Sciences (EPS), and Health and Life Sciences (HLS), and with colleagues in R&E who support bidding activity across the research lifecycle.

Main Duties/Responsibilities

Research Excellence Framework (REF)

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

Enabling research impact

- ▶ Work with the University Impact Manager, College/School 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.
- ▶ Contribute to the development and delivery of the University's impact training and capacity-building events or activities.
- ▶ 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.
- ▶ Contribute to the Research Impact Team's monitoring and dissemination of impact-related opportunities, including those linked to policy, funding and developments within the sector.
- ▶ Work with R&E's Strategic Funding Managers to provide guidance and advice on embedding impact in research funding proposals, as appropriate, including helping PIs to develop impact and evaluation plans. Additionally, assist PIs in preparing internal funding applications to enable and enhance research impact activities.
- ▶ Maintain an awareness of sector developments and share that learning internally.

Research impact strategy and culture

- ▶ Support the development and delivery of strategies for research impact at University, College, School and UoA level.
- ▶ Work closely, as required, with College/School Impact Leads, College/School Deputy or Associate Deans of Research, and the University Impact Manager to promote and support a positive, inclusive and sustainable impact and engagement culture.
- ▶ 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.
- ▶ Promote and proactively share best practice, as appropriate.

Internal and external relationships

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

Additional responsibilities

- ▶ Plan and manage individual workload in the context of Research Impact Team and University priorities.
- ▶ Take on any other duties and responsibilities commensurate with the level of the post as requested by the line manager.
- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities
- ▶ 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	<ul style="list-style-type: none"> ▶ Honours degree (or equivalent) 	Application form
Experience	<ul style="list-style-type: none"> ▶ Delivering support for research, knowledge exchange or impact, preferably in a HE setting. ▶ Drafting of written reports or papers which present complex information clearly and succinctly. ▶ Development and delivery of effective face-to-face and online training. ▶ Effective delivery of tailored advice on a one-to-one basis. ▶ Project planning and project management. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ A strong understanding of research impact and an appreciation of the different ways in which academic and scientific knowledge can contribute to society, the economy, and the environment. ▶ Demonstrable knowledge and understanding of the REF, in particular the impact element. ▶ Ability to collaborate and manage multiple relationships at different levels across a large organisation to achieve shared goals. ▶ Effective time-management, including ability to work to tight 	Application form, interview and assessment exercise

	Essential	Method of assessment
	<p>deadlines and to prioritise tasks on simultaneous projects.</p> <ul style="list-style-type: none"> ▶ High-level information and analytical skills, and an ability to effectively organise and manage data and information. ▶ Excellent written and oral communication skills, including the ability to draft accurate, well-structured reports and tailor information for different audiences. ▶ Proficient in Microsoft Office applications, including Excel. ▶ Demonstrable influencing, negotiating and diplomacy skills in the context of research impact. ▶ Ability to work independently and demonstrate initiative. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ A postgraduate or research-related qualification. 	Application form
Experience	<ul style="list-style-type: none"> ▶ Professional track record of developing or supporting the development of research impact and of high-quality REF impact case studies. ▶ Working with stakeholders outside academia to realise the benefits and impact of research. 	Application form and interview

	Desirable	Method of assessment
Aptitude and Skills	<ul style="list-style-type: none"> ▶ A good working knowledge of the public policy drivers for impact across Government, Charities, and other key research partners 	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.



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.

Contact information

Enquiries about the vacancy:

Name: Fiona Geary

Job Title: University Impact Manager

Email: fiona.geary@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via 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.

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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