



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Research Project Manager (REF2021 Impact Case Studies) – Fixed-term secondment opportunity to December 2020				
DEPARTMENT	Research and Enterprise				
LOCATION	Brayford Pool				
JOB NUMBER	EL1158	GRADE	7	DATE	October 2019
REPORTS TO	Senior REF Manager (Strategy and Delivery)				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

This position will lead on developing and delivering our institutional strategy for REF2021 Impact Case Studies, working in partnership with the DVC (Research and Innovation), the Director of Research Impact Development, the College Directors of Research and the REF Team. The post holder will be supported by a research administrator and will be embedded into the central REF team.

JOB PURPOSE

The Project Manager REF2021 Impact Case Studies provides support principally at the development of REF2021 Impact Case Studies at institutional level. This involves support with gathering, analysing and auditing evidence supporting each case, assessing the underpinning research available for each case and supporting the writing of the cases.

Under the direction of the Director of Research Impact Development, the Project Manager leads in the management and support of all potential ICSs for the four Colleges and will support the different stages of ICS selection from now to REF2021 submission in November 2020.



KEY RESPONSIBILITIES

Oversight of REF 2021 Impact Case Studies

Provide advice and support as required to academics across the institution during the conception, development and writing of Impact Case Studies for potential submission to REF2021, including liaison and coordination of key stakeholders (internal and external), authoring of relevant documents, adjustments to narratives, and project planning.

Ensure that the correct information in relation to REF2021 Impact Case Studies is fully uploaded and updated on the University's Impact Case Studies SharePoint System.

Assistance to Impact Case Study writers

Provide expert assistance to academic colleagues working on potential REF2021 Impact Case Studies across the institution, especially in relation to the understanding and gathering of supporting evidence, relationship building with external key stakeholders who can provide that evidence, risk management, gathering and analysis of Impact Case Study specific documentation, including reviewing, amending and authoring documents. Also, in liaison with relevant colleagues work in the refining of Impact Case Studies narratives in preparation for REF2021 submission.

Provide full co-operation to, and information requested by the DVC (Research and Innovation), the Director of Research Impact Development, College Directors of Research, Impact Case Study writers, research leads and other key staff.

Documentation and audit

Have a full and up-to-date knowledge of REF2021 rules regarding Impact, including the rules regarding underpinning research for each Impact Case Study. The post holder will also be the institutional expert regarding REF2021 audit requirements in relation to Impact Case Studies.

Review of REF2021 Impact Case Studies

In liaison with the DVC (Research & Innovation), the Director of Research Impact Development, College Directors of Research and the REF Team, ensure that the relevant review and selection processes are in place in preparation for the final stages of REF2021 submission and that decisions are fully sanctioned and documented by the appropriate institutional committees. The post holder will lead in the work the REF Oversight Group will undertake in preparation for final selection and submission of REF2021 Impact Case Studies.

Strategic Focus

Be aware of, and be able to interpret, the current strategic institutional direction with regard to REF2021 and further research assessment exercises. Also, to present or instruct those criteria to the REF Oversight group and key institutional contacts with responsibility for REF submission.



Best practice

Ensure best practice is followed in the management and administration of all REF2021 Impact Case Studies and that good practice is shared among Impact Case Studies writers. The post holder will be responsible for disseminating good practice in a myriad of ways, including targeted communications and presentations for research committees and academic colleagues.

Risk Register

Contribute to the REF2021 Risk Register in all matters related to REF2021 Impact Case Studies. As appropriate; undertake performance review and complaints and conflict resolution procedures.

Reports and Data Analysis

Draft, prepare, submit and archive review and selection documentation to the REF Oversight Group and other key institutional contacts such as the DVC (Research and Innovation) and College Directors of Research.

Project Planning

Maintain Impact Case Study plans, including tracking deliverables, milestones and progress against work packages and Gantt Charts. Update second level plans to reflect progress, monitoring communications with academic colleagues, ensuring conformance with expected deliverables and milestones. Report progress to the REF Oversight Group, the DVC (Research and Innovation) and College Directors of Research, adapt plans and recommend updates to the Board.



Electronic Resources

Maintain project electronic resources, including Sharepoint site, WWW site, other e-resources and document archives. Oversee marketing and publicity activities. Express detailed, complex technical requirements in terms understandable to lay people.

Liaison and Networking

Liaise with key internal and external stakeholders including academic and commercial leads in companies, external parties including associate partners, visiting researchers and representatives from external organisations.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The Project Manager (REF2021 Impact Case Studies) will provide a key supporting role in the overall co-ordination and implementation of the institutional REF2021 Impact Strategy.

Key working relationships/networks

Internal

- DVC (Research and Innovation)
- Director of Research Impact Development
- College Directors of Research
- Central REF Team
- Impact Case Study writers
- College Research Support Teams
- Other core University departments as required

External

- Research England
- ARMA
- External stakeholders: commercial contacts and policy related groups.
- Other Impact related professional services staff



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Project Manager – REF2021 Impact Case Studies	JOB NUMBER	EL1158
------------------	---	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Honours Degree or equivalent	D	A
Appropriate Project Management qualification or equivalent experience	E	A
Experience:		
Project management experience, preferably in AHEI context	E	A,I
Understanding of the research impact agenda in the context of research assessment	E	A,I
Research project administrative, financial and audit systems experience	E	I
Experience of establishment of project documentation, including project plan, risk register etc.	E	I
Experience of collaborative software environments	E	A,I
Experience of working with academics, and being able to effectively influence them to achieve required outcomes	E	A,I
Skills and Knowledge:		
Good working knowledge of Microsoft Office applications including SharePoint, Word, Excel, PowerPoint, WordPress or similar web-related software	E	I
Excellent organisational, interpersonal, influencing and communication skills to effect and maintain good partnership collaboration	E	A,I
Ability to prioritise own workload and work to specified deadlines under pressure	E	A,I
Knowledge of REF2021-related rules	D	A,I
Excellent written and verbal communication skills	E	A,I
Excellent presentational skills	E	P
Competencies and Personal Attributes:		
Ability and flexibility to react effectively to changes in the project plan or to partner/funder requirements	E	A,I
Calm and efficient approach to meet project and partner demands and deadlines	E	I
Ability to work on own and as part of a team	E	I



UNIVERSITY OF
LINCOLN

Enthusiasm and commitment	E	I
Ability to plan for and work to tight deadlines	E	A,I
Ability to interpret and implement a variety of guidelines and processes and translate these effectively	E	A,I
Ability to communicate effectively with staff at different levels and of differing nationalities	E	A,I
Business Requirements		
Periodic requirement to work at weekend or out of hours	E	I
Ability to travel to attend meetings and to use office equipment, handle documentation as required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	PPS	HRBP	SP
---------------	-----	-------------	----