



**Research
England**



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Policy, Impact and Knowledge Exchange Manager				
DEPARTMENT	Lincoln Institute for Rural and Coastal Health				
LOCATION	Lincoln Campuses				
JOB NUMBER	CHS154	GRADE	7	DATE	October 2024
REPORTS TO	Senior Development Manager				

CONTEXT
<p>The Lincoln Institute for Rural and Coastal Health (LIRCH) is the country's first integrated and multidisciplinary research institute dedicated to rural and coastal health research. LIRCH has been awarded £10.9 million funding from Research England's Expanding Excellence in England (E3) fund and is in the process of significant expansion. As part of this expansion, the University will recruit to over twenty research positions. A technical and professional services team will also be embedded within the Institute to support the research and develop a financially sustainable research Institute.</p> <p>With this expanded capacity, the Institute will bring together multiple disciplines to produce impactful research helping to tackle the place-based inequalities experienced by rural, coastal, and remote communities. By co-designing and shaping the emerging discipline together with the next generation of researchers and affected communities, LIRCH aims to create the future academic and community leaders of rural and coastal health.</p> <p>The postholder will work as part of the LIRCH professional services team following standard University guidelines and procedures as well as funder regulations. The postholder will work closely with the Senior Development Manager and Project Manager to embed and drive forwards a culture of research excellence within the Institute.</p>

JOB PURPOSE
<p>The overarching purpose of this role is to work to embed within the Institute a culture grounded in research excellence, impact generation.</p> <p>To support the development, delivery and dissemination of LIRCH research, ensuring it has strong engagement with communities to maximise its impact on the health and well-being of rural and coastal populations.</p> <p>To identify, establish and manage relationships with key stakeholders in order to maximise the impact of LIRCH research. Developing an effective understanding of the stakeholder environment in order to manage these relationships will be essential.</p> <p>Taking ownership of, and nurturing links, with external organisations such as other HEIs, research organisations, charities, and businesses, generating local and national partnerships to strengthen the impact of the LIRCH's research and knowledge exchange activities.</p>

To actively work to implement and deliver the Institute's income generation strategy. The Policy, Impact and Knowledge Exchange Manager will actively contribute to the evolution of LIRCH's research portfolio. Fostering cross-disciplinary working and collaborative research proposals across a wide range of institutions and organisations.

They will manage an ever-growing portfolio of knowledge exchange activities including the development and co-ordination of REF impact case studies. The postholder will work to raise the profile of the Institute and to influence future policy development through communications, networking, and wide range of engagement activities.

The postholder will actively promote the work and successes of the Institute, identifying opportunities to influence policy, create impact, and facilitate knowledge exchange at both a team and individual level.

KEY RESPONSIBILITIES

Technical Knowledge and Management

- To integrate impact requirements into the development of new project grants relating to LIRCH.
- Maintain an in-depth understanding and knowledge of the Research Excellence Framework, with a particular focus on the submission and evaluation of RF impact case studies.
- Maintain an up to date knowledge of the REF and to communicate these, and their potential implications to the LIRCH team.
- Maintain an in-depth working knowledge of information and resources relating to the Knowledge Exchange Framework, applying this to LIRCH's wide ranging partnerships to benefit rural, coastal, and remote communities.
- Advocate for LIRCH's ongoing research and future research priorities within the University and externally to raise the profile of the emerging research specialism.
- Liaise with the Contracts & IP team to foster collaboration agreements with partners, and to ensure the management of Intellectual Property Rights and the protection of commercial confidentiality within the project portfolio.
- Develop and maintain an in-depth understanding of research impact and knowledge exchange, and how these are perceived and interpreted by a range of different research funders including, NIHR, UKRI, and the Wellcome Trust.

Research Culture

- Support the development of a research culture that prioritises, collaborations, public/patient engagement, and co-creation.
- Work to maintain and influence the research culture of LIRCH, creating opportunities for co-creation with external partners and stakeholders.
- Co-design and implement a framework of professional development to enhance the career pathways of LIRCH's team to become future leaders in the field of rural and coastal health. With a specific focus on impact, dissemination, and knowledge exchange.
- Oversee the creation of resources, relationships and activities which encourage academic citizenship, career progression and leadership within the LIRCH. With a specific focus on impact, dissemination, and knowledge exchange.
- Offer support and advice to a new generation of Early Career Researchers (ECRs) to contribute the generating impactful research and income for LIRCH, through promoting a responsive, inclusive and collaborative research culture.
- Design and implement a strategy to embed Impact, and Knowledge Exchange into all future research grant proposals.
- Promote a research environment grounded in engagement with rural, coastal and remote communities in research concept development and eventual research activities.

- Guide ECRs in the development and submission of applications for Future Leader Fellowships and UKRI new investigator grants.

Partnership Development

- In liaison with the Senior Development Manager, develop an understanding of how the role contributes to the implementation of LIRCH's income generation strategy.
- Contribute to the diversification of income streams, including routes to impact such as commercial research and consultancy, education, training, intellectual property, and additional investment from the third sector.
- Research upcoming funding opportunities, to develop avenues for external funding to support income diversification for LIRCH.
- Coordinate with internal and external stakeholders to improve engagement, quality and success rates for impact and knowledge exchange.

Stakeholder Engagement

- Establish an awareness of and engagement with stakeholder networks that are relevant to rural and coastal health as well as to the future evolution and success of the Institute.
- Explore and implement new strategic partnership opportunities identified by the Senior Development Manager.
- Liaise regularly with external stakeholders to actively build beneficial professional networks for LIRCH.
- Take ownership of maintaining the Institute's relationship with a named Policy Partner, with the aim of maximising benefits and impact of LIRCH's research activities for rural and coastal communities.
- Contribute to the development and delivery of a strategy to drive increased numbers of strategic partnerships throughout the LIRCH research portfolio, to support the growth of the Institute and annual reporting to the funder.
- Represent the University at internal and external stakeholder events, influencing external networks.
- Coordinate a number of internal and external engagement events, including delivering annual conferences, community engagement and workshops, post-graduate summer schools etc. to achieve output targets related to engagement, press and dissemination for LIRCH.
- Develop and maintain working relationships with internal colleagues across University departments to seek and coordinate support, effective communication and collaborative working in order to achieve short and long term success for LIRCH.

Reporting, Dissemination and Communications

- Report on LIRCH's engagement activities at governance board meetings, including emerging impacts, knowledge exchange opportunities and collaborations.
- Contribute to the development and delivery of a communications plan to disseminate LIRCH's project successes, including impact case studies, research grants, publications, strategic partnerships, PhD completions etc.
- Take the lead on the information gathering and writing of LIRCH's impact case studies for submission to REF via central University departments as well as for submission as part of annual reports to the funder.
- Provide regular management reports including emerging impact, engagements, progress with funding applications, potential collaborations and partnerships to the Institute Director, lead academics, and Senior Development Manager in order to influence future strategy.
- Ensure that an appropriately robust audit trail of information is maintained relating to all reports and project data submitted to the funder and Governance boards.
- Contribute to the production of bi-annual monitoring claims and annual reports and any other reporting requirements, as appropriate.
- Develop and deliver a communications and engagement plan for LIRCH, including a social media schedule to communicate topical information related to rural and coastal health and the Institute's successes.
- Plan and oversee the allocation and approval of work relating to events planning and delivery, communications, and marketing activities.

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 Policy, Impact and Knowledge Exchange Manager will play an integral role in LIRCH's operational team and will actively contribute to the successful delivery of the initial five-year funded period, and beyond. The postholder will be forward thinking with the ability to understand how their role contributes to the Institute's longer-term vision and strategy.

This role will require the postholder to represent both LIRCH and the University of Lincoln in a variety of settings.

The post holder will effectively integrate a focus on impact into the research ethos of the Institute including across all funding applications and research proposals. A pro-active, team approach and an in-depth knowledge of REF and KEF requirements are required. The postholder will work closely with the LIRCH Director, academic leads and Senior Development Manager to achieve the delivery of key research, engagement, and impact outcomes.

As a key point of contact for multiple external organisations, the postholder will be expected to be able to communicate effectively at all levels, possessing an awareness of wider stakeholder networks and forums.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • LIRCH Director • LIRCH academic leads • LIRCH Project Manager • LIRCH Senior Development Manager (Line Manager) • LIRCH Project Administrator • LIRCH Technical staff • College Executive (including Pro Vice Chancellor, Director of Operations, Research Manager) • Targeted academic and research staff • Research & Enterprise • Central and College Finance team • Research Manager • Post Award Delivery teams • College Research Impact and Knowledge Exchange Manager • College Marketing Manager • Digital Technologies 	<ul style="list-style-type: none"> • Research England Contacts • UK Research Funding bodies • UK Research support bodies • Research partners • Other HEIs • Relevant Charities • Knowledge Exchange Networks • Regional and National partners in the Health and Care sector • Community representatives and groups • Government and local authority bodies



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Policy, Impact and Knowledge Exchange Manager	JOB NUMBER	CHS154
------------------	---	-------------------	--------

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P)
Qualifications:		
Good honours degree or equivalent relevant experience	E	A
Experience:		
Experience of managing customer relations	E	A, I
Business Development Experience	E	A, I
Experience of bid writing and developing case studies	E	A, I
Proven experience in UK and EU funded research environment	E	A, I
Managing stakeholder relationships	E	A, I
Will have worked at an appropriate level in the Higher Education/Govt sector	D	A, I
Experience of co-ordinating multi-partner projects	D	A, I
Experience of delivering presentations to a range of audiences	E	A, I, P
Experience of planning, marketing and delivering events	E	A, I
Experience of audit and compliance	E	A, I
Skills and Knowledge:		
Strong commercial acumen	E	A, I
Excellent communication skills, written, verbal	E	I
A working knowledge of Research Excellence Framework	E	A, I
A working knowledge of research strategy and planning in relation to Higher Education	D	A, I
An in-depth knowledge of a wide range of research funding types	D	A, I
A working knowledge of research structures: governance, ethics, procurement, contracting, IP etc	D	A, I
Good working knowledge of Microsoft Office applications	E	A, I
Negotiation skills and an ability to influence	E	I, P
Ability to develop effective working relationships with a wide variety of internal/external partners	E	A, I, P
Competencies and Personal Attributes:		
Ability to work effectively as part of a team	E	A, I
Effective communicator and an excellent ambassador when dealing with external partners and agencies	E	A, I, P
Projects a professional and positive attitude at all times	E	I, P

Enthusiasm and commitment	E	I
Highly organised and able to prioritise workload	E	A, I
Business Requirements:		
Able to travel between sites, nationally and internationally as required to include potential overseas meetings	E	A, I
Able to work occasionally outside of normal working hours as required	E	A, 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	LS	PBP	AH
---------------	----	------------	----