

**Description and Person Specification**  
**Professional Services Staff**

**Job title:** Research Excellence Framework Manager

**Department:** Directorate of Innovation, Industry and Enterprise

**Pay Band:** 5

**Line Manager:** Head of Knowledge Exchange and Research (Dr Shaun Borstrock)

**Role Purpose:**

To provide high-quality, professional management of the University's preparations for, and submission to, the Research Excellence Framework (REF), ensuring robust governance, data quality, and coordination of all REF related activities across the institution. The role holder will lead on establishing and operating systems, processes and oversight structures to support research excellence, REF-readiness and delivery and associated reporting to the Head of Knowledge Exchange and Research and external bodies. The role ensures the effective management of REF activities, enabling the University to achieve its strategic ambitions for research quality, impact and environment.

**Duties and Responsibilities:**

- Establish and maintain effective governance frameworks and reporting processes for oversight of the University's REF-related research activity and strategic goals.
- Autonomously manage and lead research excellence and REF activities, including the planning, coordination and delivery of the University's REF submission.
- Develop and implement institutional systems and processes for the collection, validation and management of REF data (outputs, impact, environment, staff and codes of practice).
- Coordinate the work of academic and professional services colleagues involved in REF (e.g. UoA leads, Executive Deans, Heads of Department, research and impact leads) to ensure timely delivery of REF milestones.
- Collate, analyse and manage information on research outputs, impact case studies and environment narratives to support strategic decision-making and internal review.
- Lead the preparation of internal reports and analyses on research performance and REF readiness for the University Executive and relevant committees, highlighting risks and recommendations.
- Support development and operation of internal REF review processes (e.g. output review panels, mock REF exercises, impact review) and ensure robust documentation and audit trails.
- Work with HR, Finance and other services to ensure accurate staff, income and environment data for REF and alignment with institutional policies and codes of practice.

- Support and advise academic staff and research leaders on REF policies, guidance and timelines, translating external requirements into clear institutional processes.
- Monitor external REF policy and guidance, advising on implications for the University and updating internal processes accordingly.
- Plan and establish efficient systems and processes for document management, version control and secure storage of all REF evidence and submissions.
- Review and maintain accurate records of all REF-related activity to ensure effective monitoring, evaluation and post-submission audit readiness.
- Contribute to initiatives that build research excellence and impact capacity where these directly support REF performance (e.g. impact development support, output development processes).
- Manage relevant budgets associated with REF preparations where required (e.g. panels, review exercises, impact development activities).

**Contract Management:**

- Draft, review and negotiate complex research contracts, ensuring clarity and compliance with institutional policies.

**Enhancement of Research and KE Support:**

- Drive improvements in the quality and delivery of research and knowledge exchange support services.

**Analysis and Reporting:**

- Analyse the university's portfolio of research and KE activities and prepare comprehensive reports for the Head of Knowledge Exchange and Research, highlighting key findings and recommendations.

**Capacity Building:**

- Assist the university in building research and knowledge exchange capacity, fostering a culture of innovation and collaboration.

**Governance Support:**

- Support governance around research and KE activities, ensuring adherence to best practices and institutional standards.

**Information Management:**

- Lead initiatives to collate, analyse, and manage relevant data and information, ensuring accessibility for stakeholders.

**System and Process Development:**

- Plan and establish efficient systems and processes to optimise the delivery of research excellence and KE activities.

**Documentation and Review:**

- Review and maintain accurate records of research and KE activities to ensure effective monitoring and evaluation.

**Key working relationships:**

- Head of KE and Research
- DVC
- Executive Deans
- Academic Heads
- Director of Learning and Teaching
- Academic leads for KE and Research

**Resources Managed**

Budgets: QR funding, contract research and grants

Staff: n/a

Other: n/a

| <b><u>Knowledge and Experience</u></b>  | <b>Essential</b>    | <b>Desirable</b> |
|---|---------------------|------------------|
| <b>Education</b><br><br>Educated to Degree Level or equivalent qualification<br><br>Membership of relevant Professional Association, e.g. Association of Research Administrators<br><br>Project Management qualification and/or equivalent experience                       | E<br><br>E<br><br>E |                  |
| <b>Professional qualifications/experience</b><br><br>Experience of reviewing and drafting contracts and agreements, with a degree of legal acumen   | E                   |                  |
| <b>Higher Education knowledge</b><br><br>Excellent understanding and demonstrable experience of the knowledge exchange and impact environment relating to higher education, including experience of developing or the process of developing Knowledge Transfer Partnerships | E<br><br>E          |                  |

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| <p>Excellent understanding of the higher education research funding system and demonstrable experience of working in a research environment</p> <p>Excellent understanding and demonstrable experience of the research project lifecycle (pre-and post-award) managing grant applications for large and complex grants (e.g. Horizon Europe and European Research Council)</p> | E |  |
| <p><b>Organisational Management Skills and Experience</b></p> <p>Excellent operational, organisational, planning and management skills with proven experience of managing multiple activities in a matrix environment with excellent attention to detail and management of information</p>   | E |  |

| <b><u>Core Personal skills abilities and behaviours</u></b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| <p><b>Management and leadership</b></p> <p>Experience of working collaboratively, including projects and programmes and the ability to work with broad range of internal and external teams to achieve delivery</p> <p>Experience of driving and delivering business improvements and efficiencies to enhance quality, engagement and service delivery to assure future sustainability</p> <p>Experience of decision-making at an operational level, demonstrating the ability to work autonomously as well as knowing when to engage peers and colleagues</p> | E<br>E<br>E      |                  |
| <p><b>Equality, Diversity &amp; Inclusion</b></p> <p>Understanding of the Equality Act (2010) and experience of working collaboratively, with diverse individuals in an inclusive way to achieve delivery</p>  | E                |                  |
| <p><b>Communication</b></p> <p>Excellent communication skills, oral, written and presentational, ideally with experience in writing reports and papers</p>   | E                |                  |

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| <b>Organisational Values</b><br><br>Experience of stakeholder engagement, building successful relationships and networks at all levels with both internal and external stakeholders, specifically with funding organisations e.g. UK Research and Innovation (UKRI) | E |  |
| <b>Digital Literacy</b><br><br>Excellent level of digital literacy and ability to use standard IT platforms and applications including Microsoft Office, with the ability to learn new systems and applications   | E |  |
| <b>Financial or Budget Management</b><br><br>Experience of financial or budget management (training or qualification)   | E |  |

## Our Values

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

