



Job Description

Job title: Research Impact Manager

Grade: 8

Full-time Position (1.0 FTE)

Department: Office of the Vice-Provost
(Research)

Location: UCL, Bloomsbury,
London

Reports to

Head of Research Impact

Main purpose of the job

The Research Impact Manager facilitates research impact, which is critical to UCL in three main ways:

- helping UCL to fulfil its mission – “... engaged with the wider world and committed to changing it for the better; recognised for our radical and critical thinking and its widespread influence ...”
- enhancing the capacity of individual researchers and groups to maximise the public benefit of their research
- attracting the QR (quality-related funding) determined by the impact element of Research Excellence Framework (REF), currently c£20 million annually.

The Research Impact Manager's primary responsibility is to be the leading expert on research impact in its widest sense – including, but not limited to, impact in the REF2021 – in relation to those disciplines covered by her/his REF Main Panel. This includes:

- providing effective administrative, strategic, and logistical support for the development of REF2021 impact case studies
- supporting the development research impact strategies at different levels of UCL
- help to embed a culture of research impact in support of the aspirations of UCL's 2034 strategy, the UKRI impact agenda, the 2019 UCL Research Strategy and the UCL Research Impact Plan as it develops
- provide strategic and practical support to enable research impact for academic, research and professional services staff
- engage widely and effectively with those within and beyond UCL to further develop research impact at UCL.

The role is critical to facilitating and showcasing UCL's research impact, with an initial focus in the social sciences, requiring a sophisticated understanding of and capabilities to support the development, delivery, evaluation and promotion of research impact.

Duties and responsibilities

Research Excellence Framework 2021

- For her/his Main Panel, manage all preparations for the REF2021 exercise involving impact, including shortlisting potential Impact Case Studies, editing Impact Case Studies, allocating funding, guiding evidence collection and overseeing exercises to check eligibility
- Monitor and evaluate research impact across the Panel in order to promote Impact Case Studies development through leading on effective draft feedback and sharing best practice
- Keep up-to-date tracking systems, and produce reports on, research impact activity within the Panel for UoA-, panel- and institution-wide reporting

- Develop and deliver regular reports on Impact Case Study development for OVPR, Faculties, and Panel meetings
- Ensure the smooth and timely development and submission of Impact Case Studies to REF 2021 across UCL, including through the further development of systems and processes to increase efficiencies, reduce the burden on academics and maximise the quality of UCL's submissions
- Provide Environment Statement support where needed

Research Impact Plan

- Advise on and support the Head of Research Impact in the development and implementation of a pan-institutional UCL Research Impact Plan, in support of the 2019 UCL Research Strategy's Aim 3, Deliver impact for public benefit
- In this context, develop, implement and deliver strategies for research impact (at, for example, the level of school, faculty or department), while taking into account the definitions and guidance provided by REF2021, the UKRI, and other funding bodies where appropriate

Embedding a culture of research impact

- Work closely with the Deans, Vice-Deans Research (VDRs), REF Panel Chairs, Faculty and UOA Impact Leads in identifying, planning, evaluating, recording and promoting research impact and ensuring excellent support is available to academic and research staff to embed this activity within UCL broadly
- Work with colleagues to advise PIs, Faculty and UoA Leads, and Faculty Impact Managers on the expectations around research impact, including on the collection of evidence of impact, and how PIs can both realise the applications of their research and articulate this in Impact Case Studies and for non-academic audiences
- Analyse researchers' engagement with research impact, and identify any disincentives, potential incentives and mechanisms to enhance such engagement
- Promote and proactively share best-practice within and beyond RICS

Enabling research impact

- Provide guidance and advice for Impact within sections in new grant applications and help PIs develop impact and evaluation plans on projects where needed
- Develop a funding scheme to fast-track revenues for REF2021 and future impact projects (working with Innovation & Enterprise)
- Develop and maintain online content, including best practice guidance, impact stories and training courses (on the RICS website and integrated with other UCL training functions), to promote impact activity and case study development across UCL

Engagement

- Work closely with colleagues in the Office of the Vice-Provost Research (OVPR), including UCL Public Policy and UCL Grand Challenges, as well as the Office of the Vice-Provost Innovation & Enterprise (OVPIE), the Global Engagement Office, Faculty Impact Managers and Coordinators, and relevant staff in UCL faculties
- Identify and develop relationships with academic and research staff at all levels and maintain an awareness of the profile of existing and planned impact activity, particularly as it relates to the shortlisting and drafting of Impact Case Studies for REF2021 or future REF assessments
- Develop a UCL impact network and/or community of practice to better enable academic staff to achieve impact and enhance the ability of professional services staff to facilitate research impact
- Raise the UCL international research impact profile in collaboration with CAM and, as appropriate and directed by the line manager, with similar networks and institutions worldwide
- Be responsive to relevant external stakeholders, requirements and opportunities to better foster the culture of impact, for example maintaining awareness of sector developments or presenting at external conferences

Other

- Contribute to the implementation of the UCL Research Strategy and other strategies and plans as appropriate
- Keep abreast of developments in the field of research impact
- Attend staff meetings and training as required
- Maintain an awareness and observation of Fire and Health & Safety Regulations
- Comply with and promote UCL's Equal Opportunities policies
- Perform any other duties as are within the scope, spirit and purpose of the job, the title of the post and its grading as requested by the line manager

The OVPR operates in a complex environment, subject to frequent change, so the postholder will be expected to contribute to other activities as required.

Note: As duties and responsibilities change, the job description will be reviewed and amended in consultation with the postholder.

Working relationships

The Research Impact Manager will be line-managed (including annual appraisals) by the Head of Research Impact. The post holder will work closely with:

- Fellow Research Impact Managers at OVPR and in the faculties
- The Director of Research Strategy & Impact, the Director of Research Evaluation & Strategic Planning and the broader UCL REF team
- UCL Public Policy, UCL Grand Challenges, the Global Engagement Office and CAM
- Faculty Deans, Vice-Deans, Heads of Department, Departmental Managers and REF Faculty and UoA Impact Leads
- Individual academics with excellent or potentially excellent impact, at all career levels
- Colleagues who provide more specialist support for particular impact pathways, such as public engagement, public policy, commercialisation, drug development or through museums and cultural institutions

Person Specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to undergraduate level or equivalent, or equivalent experience	E
Familiarity with the Impact Case Study element of REF2014 and REF2021	E
Practical experience of working with research and evidence outside of academia (such as in an NGO, with public policy, in the third or private sector, through public engagement) to help realise the benefits to society that can be underpinned by research	D
Familiarity with the 'impact agenda' and associated debates in UK Higher Education	D
Skills and abilities	
Writing and editing research-related material to non-specialist audiences	E
Assessing impacts that flowed from academic or similar research	E
Managing multiple relationships across a large organisation or field	E
Time-management, including working to tight deadlines on simultaneous projects	E
Working collaboratively in a team to achieve a challenging common goal	E
Experience with formal impact evaluation techniques such as cost-benefit analysis, randomised control trials, quasi-experimental methods and more qualitative approaches	D
Delivering training for colleagues, professionals, customers etc	D
UCL Ways of Working for professional services	
Encouraging input from diverse voices to support making fair, fact-based decisions	E
Sharing relevant knowledge and experience	E
Managing multiple projects, leading regular reviews and making changes where necessary.	E

Context

UCL is one of the world's leading universities. Based in the heart of London, it is a modern, outward-looking institution with more than 12,000 academics, research staff and research students. At its establishment in 1826, UCL was radical and responsive to the needs of society, and this ethos – that excellence should go hand-in-hand with enriching society – continues today. UCL's excellence extends across all the breadth of disciplines; from one of Europe's largest and most productive hubs for biomedical science interacting with several leading London hospitals, to world-renowned centres for the built environment (UCL Bartlett) and fine art (UCL Slade School).

UCL's present and former **staff and students** have included 29 Nobel Laureates. It is a truly international community: almost half of our students and nearly a third of staff are from outside the UK. More than half of its 41,500-member student community is engaged in graduate studies, with almost 6,000 of them pursuing research degrees.

In the most recent (2014) **Research Excellence Framework (REF)** exercise, UCL was rated the top university in the UK on the basis of 'research power' (grade point average x full-time equivalent researchers submitted), as well as the highest 'power' ratings for each element: research outputs, research environment and research impact. The REF confirmed UCL's multidisciplinary strength, with outstanding results achieved across the subjects, ranging from biomedicine, science and engineering and the built environment to education, laws, social sciences, and arts and humanities.

The **UCL Vice-Provost (Research)** is responsible for:

- the strategy for – and the performance, distinctiveness and impact of – UCL's research
- attracting research funding; recruiting and retaining the best researchers; securing the provision of a suitable research environment and infrastructure; research evaluation, including achieving the best possible results from external research assessment; and delivering innovative and effective approaches to research management and planning
- adapting and implementing the 2019 UCL Research Strategy in support of UCL 2034, including sustaining and growing our disciplinary excellence and developing cross-disciplinary approaches to global challenges (UCL 2034 Principal Theme 3)
- developing and providing strategic coordination of flagship initiatives
- external representation and engagement on research and related issues
- the activities of the Office of the Vice-Provost (Research)
- with the Provost and other Vice-Provosts, providing institutional leadership.

In addition, the Vice-Provost (Research) line-manages the Pro-Vice-Provost (Library Services), who oversees a team of c300 Library Services staff.

The **Office of the Vice-Provost (Research)** [OVPR] facilitates, supports and promotes UCL research through six broad strands of activity:

- research coordination and planning
- researcher development, including through the Doctoral School
- cross-disciplinary development and delivery, including Grand Challenges and Research Domains
- research evaluation (including the REF) and research integrity
- research impact (the influence of research on the world), including communications, events and public policy engagement
- research policy – both developing internal policies, and influencing and responding to external policies.

The **2019 UCL Research Strategy**: presents a vision for how UCL can best support research over the next ten years; provides an adaptable framework for the pursuit of research and the activities of UCL's researchers; sets a context for research undertaken at UCL in which discovery, analysis and invention are all part of the way UCL contributes to public good; and defines a supportive environment for individual researchers. The strategy presents nine objectives within three aims, alongside three cross-cutting themes:

Aims	Objectives
1 Inspire and empower research leadership	1.1 Support breadth and diversity 1.2 Nurture, develop and celebrate those engaged with research 1.3 Cultivate diverse forms of research leadership
2 Cross boundaries to increase engagement	2.1 Champion cross-disciplinarity 2.2 Build and support partnerships 2.3 Encourage our research to thrive beyond traditional boundaries
3 Deliver impact for public benefit	3.1 Champion a broad definition of research impact 3.2 Foster open and engaged research 3.3 Stimulate societal impact through cross-disciplinarity and collaboration

Cross-cutting themes

- A Pursue a responsible research agenda
- B Exert our institutional influence for the greater good
- C Maintain a global perspective

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- attracting the QR (quality-related funding) determined by the impact element of REF, currently c£20 million annually.

The **UCL Research Impact** team, comprising one Head and four Impact Managers:

- implements aspects of the UCL Research Impact Plan in support of the UCL Research Strategy
- supports preparation for REF2021 by maximising the quality of the impact-related material within UCL’s submission
- contributes to a pan-institutional culture of engagement with research impact, through resources, training, analysis and systems.