

**University of  
Northampton**

**Head of REF and Research  
Support  
Job Description**



# **Job Title: Head of REF and Research Support**

**Grade: 9**

**Responsible to: Dean of Research & Knowledge Exchange**

## **Overall Purpose**

To lead and continue to develop and build a dynamic research support team within the University of Northampton that enables our Researchers to maximise their potential. Ensuring that support is in place for all aspects of research support, including programmes of training and development, management of the Universities REF (Research Excellence Framework) submission and funding support. This includes line management of the Research Support team, management of the University's research management system and institutional repositories, research data management, scholarly communications, copyright, funding, metrics/alternative metrics, impact and open research.

## **Principal Duties and Responsibilities**

- To lead on REF planning and support the Dean of Research & Knowledge Exchange in managing and coordinating the University's REF return.
- To lead on key strategic decisions in support of any future research exercise and preparations
- To be responsible for the line management and leadership of the Research Support Team
- To lead the management and development of the University Research Management System and other services in support of the Open Research agenda to meet internal and external requirements.
- To develop excellent knowledge and understanding of the current research environment and of developments in the delivery of research support services
- To provide high-level strategic and operational support to the Dean of Research & Knowledge Exchange, the Faculties and Research Institutes
- To lead and develop the staff supporting the institution's research exercise submission, alongside supporting knowledge exchange activity.
- To lead on changes to, or improvements in, strategic approaches and service delivery to meet researcher's needs
- To ensure that the strategic development of the institutions repositories and research information system meets internal and external REF related requirements.
- To oversee the audits of REF outputs and to ensure that UON's REF submission is fully compliant with the requirements of the exercise, and that effective records are maintained in case of external audit.
- To actively participate in external professional networks and groups to raise the profile of research activity and services and advise on issues facing academics.
- To lead on collaborative work across the University with Faculty, Institute and professional service

Head of REF and Research Support

staff where required, to operationalise and deliver the University's research and innovation strategy, and to improve the quality and effectiveness of service provision.

- To assist the Dean of Research & Knowledge Exchange in assessing the University's overall progress towards achieving research performance targets and to provide robust management research and data relating to research and knowledge exchange activity.
- To lead on the internal REF and research communication strategy
- To oversee the development and delivery of training sessions and guidance material for academic and support staff concerning any future research exercise or wider external research requirements.
- To provide reports and business intelligence to the Dean of Research & Knowledge Exchange, Faculty and University Research and Enterprise, Ethics and Degrees board Committees; other senior management and research staff to inform and support decision-making.
- To oversee research policies that ensure probity and compliance with UON regulations and relevant regulations of external research bodies.
- To ensure that users of support can give feedback on the service and its provision; provide leadership in the development and implementation of a programme of continuous improvement, mentoring and the professional development of staff across the Research Support team.

## **Generic Duties and Responsibilities**

- Manage performance and behaviour of all members of the Research Support team, including the PDR and the Probation period
- Motivate the team effectively to ensure that team/departmental/ institutional targets are met
- Empower all research support staff to identify opportunities and act on their own initiative in promoting these across the institution
- Monitor leave and absence, monitor, and approve development opportunities.
- Communicate effectively and foster wellbeing across the team at all times
- Plan resources (human and capital) and manage all aspects of any Research Support budget
- Undertake all aspects of recruitment
- Foster well-being
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- Promote a positive health, safety and environmental culture and manage health and safety performance
- To represent the Department on appropriate committees and working groups.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Dean of Research & Knowledge Exchange
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues

- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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## Qualifications

1	Good Honours degree or equivalent	Essential	Application
2	Evidence of continuing professional development	Essential	Application Interview
3	Relevant vocational/professional qualification and/or membership of a relevant professional body	Desirable	Application
4	MRes, PhD or equivalent	Desirable	Application

## Skills, Knowledge and Experience

5	Experience of supporting research in HE	Essential	Application Presentation
6	Knowledge of The University of Northampton and its Faculties, Institutes and Departments.	Desirable	Presentation Interview
7	Knowledge of recent trends and developments in research support and research repository systems	Essential	Application Presentation Interview
8	Demonstrable experience of working with Information Technology (particularly Microsoft Word, Excel and PowerPoint)	Essential	Application Presentation
9	Experience of delivering teaching and/or training activities (including online and blended learning)	Essential	Application Presentation Interview
10	Proven ability to research, analyse, summarise and clearly present complex numerical data and information for a range of audiences	Essential	Application
11	Excellent project management skills	Essential	Application Presentation Interview
12	Participation in professional networks	Essential	Application
13	Evidence of ability and experience in budget management	Desirable	Application

14	Existing profile in research support	Essential	Application Interview
15	Excellent understanding of Research Impact	Essential	Application Interview
16	Knowledge of Open Access and the broader scholarly communications agenda	Essential	Application Interview
17	Experience of team leadership	Essential	Application Interview

### **Personal Qualities**

21	Excellent communication (written/verbal) skills	Essential	Application Presentation
22	Numerate and capable of manipulating statistical data	Essential	Application Presentation Interview
23	Ability and willingness to learn and enhance own skills and competences	Essential	Application Interview
24	Ability to work under pressure and to manage multiple ongoing activities effectively	Essential	Interview
25	Ability to provide evidence of a creative and positive approach to problem-solving	Essential	Interview
26	Ability to communicate information and to provide advice to a diverse range of audiences including senior staff, academic staff and business representatives	Essential	Application Presentation Interview
27	Ability to work independently and as part of a small team	Essential	Interview
28	Ability to use own initiative and to work without direction	Essential	Application Interview
29	Ability to undertake occasional travel and to work outside 'normal' business hours	Essential	Interview
30	Excellent organisational skills in managing a complex environment	Essential	Application Interview
31	Persuasion and negotiation skills	Essential	Application Interview