

**University of  
Northampton**

**Research Impact &  
Engagement Officer  
Job Description**



# **Job Title: Research Impact & Engagement Officer**

## **Grade: 7**

### **Responsible to: Head of REF and Research Support**

## **Overall Purpose**

This is a crucial post in our research support team to maximise and showcase the research of the University. The postholder will play an integral part in our preparations for the Impact & Engagement component of REF (Research Excellence Framework) 2029 and any future assessment exercises. The postholder will be actively involved in facilitating and coordinating impact training and activities, serving as the initial point of contact for impact & engagement support within the university. They will become an expert on the requirements of the impact and engagement component of REF2029, answering queries and advising academics and senior leadership. A key part of the post will be developing, structuring, drafting, and editing impact case studies, working alongside academics to achieve the best overall representation of the research undertaken at the University. The postholder will work within the university to create a research culture in which impact is considered throughout the research life cycle ensuring that this can be evidenced effectively and providing maximum reach of our research.

## **Principal Duties and Responsibilities**

- Lead on research impact & engagement planning preparations for the next Research Excellence Framework (REF) assessment.
- Support the development and writing of high-quality Impact Case Studies.
- Develop impact case studies in conjunction with academics on completion of research projects.
- Create and implement support mechanisms for impact to support researchers at all career stages with the development and delivery of appropriate training, support materials and resources on understanding, planning, identifying, delivering, and evidencing impact and engagement.
- Advise and support academics to develop and deliver impact plans for research projects, incorporating impact into research funding proposals.
- Co-ordinate & lead on internal funding calls for internal impact and engagement bids, including invitations to bid, proposal review coordination, project delivery and reporting.
- Gather, capture, and evaluate evidence of impact and engagement, ensuring that it is effectively archived on Pure, the University's research information system and/or other appropriate systems.
- Ensure compliance with university and funder policies in relation to impact and engagement.
- Promotion of quality research and impact representing the University through a variety of media.
- Create and implement support mechanisms for the sharing of good practice in relation to impact and engagement across the institution.

- Keep up to date with the international and national research impact and engagement agenda, developing and maintaining a network across the HE sector, informing and leading on change as necessary.

## **Generic Duties and Responsibilities**

- Maintain meaningful professional relationships with relevant departments, staff, and external beneficiaries/interested parties.
- Oversee and maintain systems and processes for impact and engagement activity.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the line manager.
- 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	A good honours degree and/ or extensive relevant professional experience	Essential	Application
2	Evidence of continuing professional development	Essential	Application
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	Demonstrable experience and knowledge of REF (Research Excellence Framework) and funder impact policies	Essential	Application Interview Presentation
6	Excellent writing skills, ability to draft complex documents and write for varied audiences	Essential	Application Interview
7	Proven ability to research, analyse, summarise, and clearly present complex numerical and information for a range of audiences	Essential	Application Interview
8	Excellent IT skills including the ability to use common office applications, with a particular emphasis on MS Excel	Essential	Application Interview
9	Previous experience of working in a Higher Education Institution supporting impact (preferably within REF2021)	Essential	Application Interview
10	Well-developed interpersonal skills, with the ability to quickly build rapport, effectively influence and persuade in area of expertise, communicating with tact and diplomacy	Essential	Application Interview
11	Ability to communicate effectively and build effective relationships with academics at all levels, researchers, research students, administrative staff and external professionals	Essential	Application Interview
12	Understanding of the research environment, particularly the REF and the research impact & Engagement agenda	Essential	Application Interview

## Personal Qualities

13	Well-developed oral and written communication skills, with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by the intended audience	Essential	Interview Presentation
14	Planning and organisational skills, including project management	Essential	Application Interview
15	Ability to work under pressure and to manage multiple ongoing activities effectively	Essential	Application Interview
16	Ability to work independently, using own initiative as well as the ability to work as part of a team	Essential	Application Interview
17	Ability to adapt to organisational change	Essential	Application Interview
18	Ability to adapt to technological advances in the workplace	Essential	Application Interview
19	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview