

JOB DESCRIPTION
Head of Research Quality and Policy
Vacancy Ref: A2524

Job Title: Head of Research Quality and Policy	Grade: 9
Department/College: Research & Enterprise Services	
Directly responsible to: Associate Director of Research Services	
Supervisory responsibility for: Research Development Officer-REF, Impact Managers and team, Research Ethics Officers, Clinical Research Officer, Contracts Manager and team	
Other contacts Internal: Pro Vice-Chancellor (Research and Enterprise), Director of Research, Enterprise & Innovation, Associate Director of Enterprise & Innovation, Associate Deans for Research, Directors of Research Enhancement, Faculty/Departmental Impact Champions, Heads of Departments, Faculty Management Teams, Directors of Research Centres and Institutes, other senior colleagues across the University, Research and Enterprise Services teams, colleagues in the broader Professional Services team and in Colleges, Faculties and Academic Departments. External: Key stakeholders in external agencies, funding councils and other funding bodies; current and prospective University collaborative partners; professional bodies including the Association of Research Managers & Administrators; internal and external auditors; other HE institutions; NHS departments.	
Role Purpose: To lead on professional support provision for Lancaster's forthcoming and future Research Excellence Framework/REF successor submissions in order to secure the best possible REF submission and outcome for the institution. To lead and manage the University's REF impact, ethics, clinical governance and research-related contracts teams, and develop user-centric aligned policies, processes and systems to the highest standards. Major Duties: Working closely in particular with the Associate Director of Research Services and the Pro-Vice Chancellor of Research and Enterprise, to: <ul style="list-style-type: none"> • Develop and operationalise the University's strategic objectives and aligned policies for research relating to the Research Excellence Framework, research impact and research governance and integrity. • Be the identified senior institutional professional lead providing direction, organisation and support for the planning and delivery of the University's submission to the Research Excellence Framework and any future REF successor frameworks. • Provide related strategic advice and support to the Pro-Vice Chancellor Research & Enterprise, Director of Research, Enterprise and Innovation, Associate Director for Research Services, Associate Deans for Research, faculty Directors of Research Enhancement and senior faculty/research institute staff involved in institutional REF returns, all in order to deliver the best possible REF submission and following result for Lancaster. 	

- Lead on the provision of expert support, advice and guidance, and on the development of associated policies and processes, for the enhancement of academic research quality across the institution at individual and disciplinary levels.
- Manage the related support teams and lead on the continuous improvement of the institution's REF, REF Impact, research governance, clinical governance, research integrity and ethics policies, and research data governance systems and processes to benchmarked sector-leading standards.
- Provide leadership to the research-related Contracts team and support the Contracts Manager on the continuous improvement of the university's related policies, systems and processes to benchmarked sector-leading standards.
- Interpret relevant sector policy, policy changes and significant developments in the external research environment and in statutory regulatory requirements, and proactively lead the implementation of changes to Lancaster's REF, research impact, governance, integrity and ethics, clinical governance, research data governance and research-related contract policies, systems and support services in response.
- Support the Associate Director for Enterprise & Innovation in the management and co-ordination of the institution's research impact acceleration accounts and related impact funding streams.
- Provide support to the Associate Director of Research Services on specific strategic projects in alignment with the institutional research and impact priorities
- As a senior member of the Division's Research Services management team work closely with other senior managers to ensure effective co-ordination and optimization across the range of research services provided in order to best support the institutional strategic plan.
- Play a senior role within the University's research-related governance structures and committees and on key research-related working groups or sub-groups (e.g. Associate Deans for Research Group, REF Steering Group, REF Impact Group, Faculty Research Ethics Committees, etc).
- Represent Lancaster on external working groups and at key relevant sector events, as directed by the Associate Director of Research Services, to ensure the University maintains a national profile as a research intensive university and help to increase our positive reputation and renown with key external stakeholders.
- Deputise for the Associate Director of Research Services when required.
- Any other duties as may be requested by the Director of Research, Enterprise and Innovation and Associate Director of Research Services.