

PERSON SPECIFICATION
Head of Research Quality and Policy
Vacancy ref: A2524

Criteria	Essential/ Desirable	Application Form/ Supporting Statements/ Interview *
Educated to degree level or equivalent qualification or work experience in a relevant area.	Essential	Application Form
Substantial experience of leading preparations for the Research Excellence Framework and a deep understanding of the REF and Research Impact agenda including experience of leading/making a significant contribution to previous REF/RAE returns.	Essential	Supporting Statements/Interview
Able to demonstrate expert professional knowledge of research, as a foundation for confidence in undertaking assessment of submissions including outputs, impact cases as well as REF environment templates	Essential	Supporting Statements/Interview
Proven ability to develop expert knowledge in a policy, quality assurance and regulatory environment and to provide strategic and expert advice to senior managers.	Essential	Supporting Statements/Interview
Demonstrate excellent communications skills, the ability to convey complex ideas clearly and concisely and able to influence and negotiate at senior levels, creating professional relationships with senior management.	Essential	Supporting statements/interview
Demonstrable experience of developing strategy, achieving buy-in and leading on implementation.	Essential	Supporting Statements/interview
Proven experience of leading and managing effective professional teams in a complex work area with the ability to energise and motivate staff.	Essential	Supporting Statements/interview
Evidence of ability to develop strong relationships and effective interaction with senior staff and evidence of successful stakeholder management.	Essential	Supporting Statements/interview
Strong organisation skills, including proactive anticipation of problems and the ability to deliver a complex and interlinked suite of activities in collaboration with a range of stakeholders	Essential	Supporting Statements/Interview
IT literate and competent, experience of working with corporate systems.	Essential	Application form/interview
Postgraduate qualification, or equivalent	Desirable	Application Form
Experience in the governance of research ethics and/or clinical research.	Desirable	Supporting Statements/Interview
Experience in advising on contractual terms in collaborative and partnership agreements.	Desirable	Supporting Statements/interview

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- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests or presentation etc.