

**JOB DESCRIPTION**  
**REF Impact Support Officer, Research Services**  
**Vacancy Ref: N2328**

<b>Job Title:</b> REF Impact Support Officer	<b>Present Grade:</b> Grade 6
<b>Department/College:</b> Research Services, Division of Research and Enterprise	
<b>Directly responsible to:</b> Impact Development Manager	
<b>Supervisory responsibility for:</b> None	
<p><b>Other contacts</b></p> <p><b>Internal:</b> Impact Development Managers, Principal Investigators (PIs), academic and professional services staff, Faculty Research Excellence Framework (REF) Leads, Research Directors, Impact Champions</p> <p><b>External:</b> External collaborative partners, impact staff in other HEIs</p>	
<p><b><u>Purpose of the role:</u></b></p> <ul style="list-style-type: none"> <li>• To work closely with the Impact Development Managers and impact case study authors to provide support in preparing impact cases for the REF2021 submission.</li> <li>• To support and collaborate with departments, engagement teams, faculty leads and other data holders to gather impact information for unit of assessment environment statements.</li> <li>• Assist when required with a variety of tasks for the wider REF2021 submission</li> </ul>	
<p><b>Major Duties:</b></p> <ul style="list-style-type: none"> <li>• To assist with the production of high quality, evidence-based Impact Case Studies for the REF2021 exercise in line with REF guidelines. This will include collecting evidence and drafting of content where required.</li> <li>• To assist the Impact Development Managers with a range of administrative tasks associated with identifying, developing, maintaining, and evidencing impact.</li> <li>• To assist with the gathering of evidence to substantiate the impact as directed by case study authors. This will include online searches of data repositories and professional communications with external collaborators and research 'end users' to enable the collection of evidence statements. To summarise and present evidence back to the case authors for their future use.</li> <li>• To record impact evidence in the university research information management system (Pure) in order to provide impact evidence portfolios to support individual case studies.</li> <li>• To create professional relationships with academics and Professional Services staff including Departmental Officers, outreach and engagement teams to collate information and metrics for the environment statement.</li> <li>• Help Impact Development Managers to develop training materials around evidence collection and build up a bank of good examples, and to use these to provide guidance to academic colleagues.</li> <li>• Any other duties as may reasonably be required by the Impact Development Manager, consistent with the grade of the post.</li> </ul>	