Research Impact and Engagement Officer

Role Description

GRADE
Grade 5

LOCATION
Sighthill, Edinburgh

LINE MANAGER
REF Manager

Role Summary

As Research Impact and Engagement Officer at Edinburgh Napier University you will work across the Knowledge Exchange and research excellence teams. This role will require proactively working in partnership with professional and academic colleagues. As a member of the Research Innovation and Enterprise team, **you will make a significant contribution to future research assessment exercises, identifying and managing a portfolio of potential impact case studies,** working with senior department and Academic School colleagues to proactively plan and support their development. You will use your knowledge of research impact within funding and assessment exercises to develop and deliver training, provide one-to-one support, and proactively identify opportunities.

The role holder will catalyse, facilitate, and coordinate impact activities that will maximise the benefits of Edinburgh Napier University's research, and broaden and deepen its positive societal, economic, and policy changes. The role holder will support Edinburgh Napier's impact culture, assisting researchers to extend the reach and significance of their impact through activities such as knowledge exchange, IP, commercialisation, policy influencing and other pathways to impact.

This role provides opportunities to engage with external stakeholders and you will be expected to develop and maintain your own networks for impact development, including local, regional, and national networks for policy and public engagement.

Line Management Responsibility for:

This role does not have any line management responsibilities currently.

Main Duties and Responsibilities

- Support academics to maximise the impact of their work, providing tools, techniques and knowledge to help them to identify, plan for, develop and deliver, communicate and evaluate the impact of research, enterprise, public and policy engagement projects at all stages of the project lifecycle.

- Support the identification and development of potential REF impact case studies (ICS). Work with Academics to develop project plans, support the implementation and monitor progress against the plans, including milestones achieved, evaluations planned and executed, and impact evidence collected and securely stored.

- Review and learn from outcomes of REF 2021 impact case studies (ICS).
- Support authors to develop content and structure for high-quality impact case studies, including tailored corroboration plans.

- Guide impact case study authors through complex rules, advising on eligibility, drafting or editing impact case study narratives, and collecting and storing robust evidence.

- Keep up to date on changes to the Research Excellence Framework 'Impact and Engagement' narrative component and contribute to University and UoA level preparations to optimise this component of the REF submission.

- Identify gaps in REF submissions regarding the quota of required impact case studies and weighting of narrative component.
- Contribute to REF Steering Group (ENU oversight body for REF 2029), reporting updates to members relating to impact 'readiness' across the submitting units.

- Provide expert and actionable advice to academics on the design and implementation of impact evaluations within their research to evaluate and evidence the reach and significance.

- Support academics to identify beneficiaries, target audiences, and user groups to help them explore routes for impact development.

- Maintain impact databases such as Research Management System (Worktribe), SharePoint, and excel spreadsheets

- Work closely with relevant academic and professional services teams to build and maintain a good understanding of impact and engagement activity across the Schools for the purpose of potential REF submission and other purposes

- Be the lead impact contact for Schools supporting School management teams to devise impact strategies and evaluate their success and to identify projects with high impact potential and proactively support their development.

- Design and deliver training, briefings and other materials in relation to impact, impact evidence and evaluation

- Be a champion/advocate for impact, raising its profile internally and externally.

- Maintain up to date knowledge of external funder and assessment requirements and provide support in response to changes in future research assessment returns.

- Work with the School Leads and RIE Post Award/Finance colleagues to ensure internal impact funding is managed and distributed appropriately and monitor outcomes generated from the use of such funds

- Assist Research Funding Managers to understand funder requirements for impact, to explore and articulate impact opportunities within research proposals, projects and activities, and to provide direct support to applications for impact related funding streams.
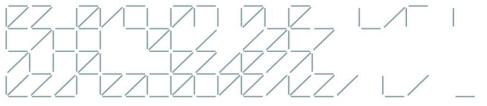
- Work closely with other Edinburgh Napier professionals and utilising own networks to support academics to engage with external stakeholders, including policy professionals, companies, HEIs and other partners.
- Take responsibility for organising, planning and delivering strategically identified impact & engagement initiatives and events.
- Work with colleagues to support discussions and contract negotiations with external stakeholders regarding evaluating and capturing evidence of impact from collaborative research activities.
- Ensure confidentiality is maintained as applicable

General Duties and Responsibilities:

- Support the School or Service Senior Management Team by coordinating and contributing the provision of a professional support service through the delivery of customer-focused outputs.
- Organise, plan, and prioritise own work activities and the work of others where appropriate to contribute to the achievement of School or Service objectives and professional standards.
- Respond positively to feedback, proactively reviewing processes, procedures, and practices to ensure that the needs and expectations of relevant stakeholders are met.
- Ensure fair and consistent application of University policies and procedures and professional service standards within own area of responsibility.
- Work cooperatively and maintain effective relationships with others, internally and externally to the University, as appropriate to own area of responsibility.
- Contribute to developing a collaborative, collegiate and inclusive culture by creating opportunities for the sharing of information and good practice amongst others.
- Work cooperatively and maintain effective relationships with others as appropriate to own area of responsibility, building networks that will assist and inform the development of the service.
- Develop and maintain a specialist knowledge and expertise of own area of responsibility, providing guidance to others as appropriate.
- Demonstrate a flexible & positive attitude to change to support the University to meet existing and future needs.
- Act corporately, promoting the 'One University' principle and positively promoting the School or Service within and outside the University where relevant.
- Support the University's sustainability commitments by using resources efficiently and minimising impacts to the environment wherever possible
- Role model the University's values & behaviours.
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. Data Protection, Information Security and Records Management.
- Undertake other responsibilities as required.

This role description is not intended to be an exhaustive list of duties and will be subject to periodic review by the University Executive and/or within the relevant School/Service in discussion with the role-holder.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE

Education / Qualifications

	ESSENTIAL	DESIRABLE
• Educated to degree level	✔	
• A relevant professional qualification.		✔

Skills / Experience

	ESSENTIAL	DESIRABLE
• A strong understanding of research impact in its widest context and an appreciation of the different ways in which academic and scientific knowledge can contribute to society, the economy, and the environment.	✔	
• Knowledge of research management in H.E., including an excellent understanding of impact requirements in research assessment (REF).	✔	
• Ability to develop and maintain excellent working relationships with academic and professional colleagues, and external stakeholders, with credibility to engage and influence.	✔	
• Excellent project management, written and verbal communication skills, including the ability to communicate complex, highly detailed, technical or specialist information, including experience of writing for different audiences and different media.	✔	
• Able to respond flexibly and positively to change including new working practices.	✔	
• Excellent planning and organisation skills – proactive and able to manage competing demands and deadlines.	✔	
• Excellent analytical capability with the ability to analyse, evaluate and interpret data.	✔	
• Excellent problem solving skills including using initiative, creativity and perspective to anticipate and resolve problems.	✔	
• Ability to work as an effective team member whilst leading on your own portfolio of activities.	✔	
• Experience in working closely with academic staff to develop REF Impact Case Studies, including providing technical advice on the complex guidance and editorial advice, writing, and copy editing.	✔	
• Experience of maximising the impact of research conducted inside academia		✔

• Experience in designing work plans, motivating and monitoring others to achieve milestones and deliverables in a timely and quality manner.	✔	
• Experience in designing and delivering training for a variety of audiences.	✔	
• A good working knowledge of the public policy drivers for impact across Government, Charities, and other key research partners	✔	
• A good understanding of national policies and key drivers for public and policy engagement around research and knowledge exchange.	✔	
• An understanding of routes to impact through commercialisation and I.P.		✔