

THE UNIVERSITY OF MANCHESTER

PARTICULARS OF APPOINTMENT

FACULTY OF BIOLOGY, MEDICINE & HEALTH

FBMH RESEARCH AND INNOVATION

DIVISION OF FBMH RESEARCH AND INNOVATION

RESEARCH IMPACT OFFICER

VACANCY REF: BMH-026902

Salary:	Grade 6 £36,924-£45,163 per annum, dependent on relevant experience
Hours:	Full time (1 FTE)
Duration:	Permanent
Location:	Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

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Introduction to the University of Manchester and the Faculty of Biology, Medicine and Health

The University of Manchester is the largest single-site university in the UK with around 38,000 students and more than 11,000 staff. We aim to become one of the top 25 research universities in the world and are committed to delivering an outstanding teaching and learning experience; contributing to the social and economic success of local, national and international communities; producing the highest calibre graduates; and developing our staff to be amongst the very best of their peers.

To achieve our ambitious goals we aim to attract and retain the very best people to work across a range of academic disciplines and support functions.

The Faculty of Biology, Medicine and Health

The integrated structure of our faculty enables a truly translational approach to biology, medicine and health - from pure discovery science through to clinical application and patient care. It also encourages collaborative working, enabling staff to deliver innovative, world-leading research that has a very real and positive impact on people's lives, as well as high-quality education and training to over 11,000 undergraduate and postgraduate students.

Our Strategic Partnerships

The faculty has established a number of key strategic partnerships that underpin its ambitions to develop ground-breaking research.

Working alongside six local NHS Trusts, the Faculty is a key member of the <https://mft.nhs.uk/withington/research/manchester-academic-health-science-centre-mahsc/> - a federation of equal partners that unites leading healthcare providers with world-class academics and researchers. It aims to be a global centre for the delivery of applied health research and education and provide leadership for our local and regional health systems.

We also play a leading role in <https://healthinnovationmanchester.com/>, which was launched in September 2015, as part of the UK Government's decision to devolve health and social care responsibilities to Greater Manchester. HInM offers a unique opportunity to bring together health and social care, academic and life science related business resources across the region to deliver an innovative health ecosystem that can help accelerate innovation into our local health and social care systems, enhance our global scientific standing and act as a magnet for inward investment.

Key partnerships in the charitable sector include Cancer Research UK; Diabetes UK; and the Wellcome Trust; and the faculty also has research and funding links to a number of commercial organisations including Unilever, AstraZeneca, GlaxoSmithKline and Boots, who help us to bring new drugs and products to the market.

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive <https://www.staffnet.manchester.ac.uk/people-and-od/benefit/> with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to <http://www.manchester.ac.uk/connect/jobs/equality-diversity/awards/> for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, <http://www.manchester.ac.uk/study/experience/student-life/city/>, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful <http://www.staffnet.manchester.ac.uk/employment/joining-the-university/international-staff/> travel to the UK, accommodation and a number of other practical considerations.

Context of the role

Research Impact Officers form part of the Faculty Research Development and Innovation (RDI) Team. The RDI Team brings together the Research Development, Research Impact, Translation and Business Engagement functions to contribute to the growth and implementation of the University and Faculty Research and Innovation strategies.

The primary purpose of the Research Impact Officer is to

- Work closely with the Faculty Associate Deans for Research and Innovation (ADR&I) and School/Divisional Impact Leads across the faculty themes of Biological Sciences and Biotechnology, Health Sciences and Medical Sciences to help develop, plan and implement impact strategies, taking forward projects and/or programmes of work that deliver significant benefits to society, public policy and professional services, the economy, health, medical and life sciences sectors
- Help researchers to make a real-world difference from their research (outside of academia) by supporting academics to generate impact from excellent research and providing resources and training materials
- Coordination and expert advice for the development, preparation and submission of high-quality research proposals, with an emphasis on co-produced projects designed to deliver impactful outcomes
- Leading preparations for future internal and external research assessment exercises (i.e. the Research Excellence Framework (REF) or equivalent)
- Raise awareness and recognition of research impact and communicate success stories, ensuring that impact from research is celebrated
- Identify, track and evidence impact continuously, ensuring the faculty has a pipeline of activity

Research Impact Officers play a key role in the Faculty RDI Team, working closely with the Business Engagement, Research Development and Translational research functions and professional services colleagues across the Faculty and University. The post-holder will establish strong working relationships with academic and research colleagues to help communicate the impact of their research and to generate and collate the necessary evidence of our impact and coordinate best practice in this area. Research Impact Officers play a leading role in our preparations for future University reviews of research and external research assessment exercises, such as REF.

During preparations for REF exercises, the post holder will work with academic colleagues to articulate research impact and support the writing and evidencing of high-quality REF impact cases for the Faculty.

Main Responsibilities

Strategic

- Contribute to the ongoing development and implementation of Research and Innovation strategies led by the Vice Dean for Research and Innovation, working with key senior colleagues across the Faculty's Schools and Divisions and associated Research Institutes/Centre/Networks Ensure that impact activity is fully embedded within research and innovation work streams
- Provide support to key stakeholders to ensure the optimisation of the Faculty's impact submissions to internal and external research assessment exercises (i.e. REF)
- Provide advice and guidance on key issues concerning impact activities and other relevant strategies to the successful operation of the Faculty

Operational

- Establish strong working relationships with the ADR&Is, School/Divisional Impact Leads and other key stakeholders within the Faculty and Schools, across the University and externally, to develop and implement research impact programmes and to prioritise projects with impact
- Manage a portfolio of impact activities and conduct regular audits, ensuring that activities are recorded on the University's central research data repository (Pure)
- Maintain a profile and visibility within the School/research theme and associated Institutes relevant to the Faculty's impact portfolio.
- Promote and encourage knowledge exchange and impact funding opportunities to maximise research income (i.e. Impact Acceleration Accounts, Translation research schemes (Access to Expertise, Projects for Translation), Knowledge Transfer Partnerships)
- Work closely with other RDI Team members, such as Research Development Managers and Business Engagement Officers to incorporate impact plans into funding bids, interpreting funder guidance around impact
- Ensure impact from research is celebrated and communicated and support submissions to internal and external awards and rankings
- Establish recording, monitoring and evaluation systems for impact activities and evidence, providing regular reports on progress and activities to key stakeholders
- Support monitoring and progression of impact plans, including links to specialists in specific
- fields to facilitate impact (e.g. Policy/Public Engagement, Comms and Media for publicity/reaching stakeholders, the Library for altmetrics to evidence reach)
- During preparations for REF exercises, work with academic colleagues to articulate research impact and support the writing and evidencing of high quality REF impact cases for the Faculty
- Provide targeted expert advice at all stages of the research and impact pathway, to support academic and research staff to: plan their approach to impact, identify and obtain funding, engage and communicate effectively with partners and the public, and track and evaluate their research impact
- Engage with academics and project partners and provide expert advice and input to deliver significant impacts from excellent research projects, ensuring that the profile of the Faculty/ School is optimised
- Assess training needs of academic staff around evidencing impact and lead on the design and delivery of innovative tools, workshops and events
- Proactively identify opportunities for impact, identify stakeholders, and initiate and build networks with external research users and/or the public, for active collaboration and engagement
- Develop resources tailored to specific user groups and prepare powerful case studies in suitable and flexible forms for the audience

- Represent the Faculty and University at external research and impact events, at an appropriately senior level
- Proactively engage with other functions within the RDI Team and other University/Faculty teams to ensure a joined up, collaborative approach to research development and to maximise opportunities for impact
- Work with the Faculty Communications and Marketing team to develop new ways of promoting impact both internally and externally and develop powerful case studies for a variety of audiences
- Work closely with the Policy@Manchester team to expand the reach of research to deliver impact and engage with policy stakeholders

General

- Have an understanding of and commitment to promote the University's policies and procedures to support and promote Equality & Diversity
- Maintain confidentiality of information in line with data protection requirements and University policy
- Contribute to the University's agenda for social responsibility, including sustainability
- Undertake such other duties as may from time to time be required, as determined by the Research Excellence Manager, including support to other colleagues
- Provide a contribution to the effective and efficient management of the Faculty, and the ongoing review of priorities
- Proactively contribute to the management of local Health and Safety, and risk assessment arrangements and have a clear understanding of managers' responsibilities in this area

Person specification

Essential skills and experience

- Possess a degree or equivalent extensive relevant experience, especially relating to research and impact
- Significant experience of working within a Higher Education Institution or similar organisational environment with a successful track record in supporting academic research and demonstrating impact
- Excellent written and oral communication skills, including delivering presentations, and the ability to communicate complex information clearly and concisely to specialist and generalist audiences
- Highly developed interpersonal skills with a track record of working successfully and creatively to establish effective professional relationships with academic staff and external partners
- Ability to concurrently organize, plan and manage multiple work strands, demonstrating strong skills for long term planning, and the ability to work under pressure

- Excellent analytical skills with the ability to interpret and present significant amounts of complex data
- Demonstrable experience of meeting operational requirements, with excellent planning and organisational skills
- A constructive team player with a collaborative approach to work with a range of University staff, having both the ability to work as a member of a team as well as the initiative and drive to work individually
- Experience of policy development and implementation.
- Demonstrable project management experience with the ability to work under pressure, develop and maintain an overview of a complex workload, determine priorities, deliver projects to absolute deadlines and measure their effectiveness
- Ability and willingness to work across organisational boundaries and proactively identify opportunities for collaborative, joined up working and information sharing.
- Experience of working in a customer focused environment and delivering exceptional customer service
- Sound analytical, creative and pragmatic problem solving skills
- Demonstrate a high level of computer literacy
- Ability to represent the Faculty externally
- Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education
- Demonstrable commitment to the University's strategy, vision and values

Desirable skills and experience

- Experience of producing high-level reports, guidance or policy documents, or designing training materials
- Knowledge of and interest in biological, health and medical research areas
- Networking skills and supporting public engagement activities, forging research partnerships which make a difference
- Experience of managing communication activities including the effective use of social media
- Understanding of the outputs and outcomes of research projects and the impact of these in shaping future research strategy and priorities
- Development and management of administrative systems and procedures
- Detailed knowledge of external funding environment

Expectations and success factors

- To be a proactive team member and treat all colleagues and students with respect in accordance with the established PS Behaviours
- To be willing to work across organisational boundaries

- To seek new knowledge and share ideas
- To be open and responsive to change and innovation