UNIVERSITY OF WARWICK

Job Description

Job title	Impact Development Officer
Department	Research & Impact Services
Grade	FA6

Job purpose (a brief summary of the role)	The post holder will work as part of the Impact Team in Research & Impact Services to support academic colleagues in generating societal, economic and cultural impact from their research. The Impact Team contributes to a wider impact and innovation ecosystem at Warwick that includes commercialisation, business partnerships, and public engagement specialists. A core responsibility of this role is the identification and preparation of impact case studies that are required for the University's submission to the Research Excellence Framework (REF). This will involve liaising closely with individual researchers working on impactful projects to provide expert guidance, gather appropriate corroborating evidence and record details in internal databases. More widely, the role will involve internal and external promotion of impact arising from Warwick's research portfolio and communication of relevant opportunities internally.
Duties and responsibilities	**Impact Development Support** 1. Support researchers in accelerating the non-academic impact of their research through the provision of bespoke advice and guidance, ensuring academic departments are able to build a strong pipeline of impact case studies; 2. Work with researchers and their external stakeholders to collect evidence to corroborate impact claims and store this securely on internal impact capture systems; 3. Support academics with the translation of their research findings for external stakeholders, for example, drafting of policy briefs, executive summaries and infographics; 4. Work with colleagues across the Impact Team to promote external and internal impact funding opportunities and support applicants with the design of suitable projects; 5. In liaison with the Impact Manager and R&IS and departmental research support teams, provide guidance to researchers on the inclusion of impact planning and evaluation strategies in external research funding proposals. **REF Impact** 6. Work with the Impact Manager to proactively identify impact case studies with potential for submission to the REF and work with researchers to support the development of such in relation to REF criteria for eligibility and excellence;

	7. Acquire and maintain an up-to-date working knowledge of current REF guidelines in relation to impact and be able to advise others accordingly. 8. Undertake detailed analyses of REF impact performance at the University and across the UK HE sector to inform best practice and facilitate departmental and University preparations for future REF submissions. **Skills and Culture** 9. Deliver impact skills and capacity training to researchers at all levels; develop impact guidance materials and resources for internal webpages and signpost colleagues to specialist sources of University support for knowledge exchange such as commercialisation, and business and public engagement. 10. Support the Impact Manager with the development and delivery of initiatives aimed at embedding a positive and supportive impact culture at the University, such as practitioner networks, mentoring programmes and impact showcase events. 11. Communicate the University's research impact via webpages, social media and printed resources, using success stories to inspire other researchers and to raise the profile of the University's impactful research externally. **Administrative Support** 12. Undertake data gathering and analysis to support the Impact Managers and Head of Impact in decision-making, strategy and reporting. 13. Provide secretarial support for internal meetings related to Warwick's impact strategy and planning including scheduling, practical arrangements, distributing papers, minute-taking and maintaining action logs.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A good honours degree or equivalent.	A
E2	A strong understanding of research impact in its widest context and with appreciation of the different ways in which academics and universities can contribute to society, the economy and the environment.	A,B & C
E3	A high standard of written communication including the ability to review and provide feedback on documents related to research impact and convey information clearly and concisely to non-expert audiences.	A,B & C
E4	Good knowledge of the impact element of the Research Excellence Framework and its importance to the University, including a strong understanding of what is required to develop and evidence a high-quality case study.	A & C
E5	Excellent communication and interpersonal skills, to communicate and develop strong networks with a wide range of people who carry out research impact activity and with external audiences.	A & C
E6	Previous administrative experience and experience of the development and implementation of knowledge exchange activities and programmes.	A & C
E7	Strong background and experience of event management and/or externally facing project management and delivery with the ability to interact effectively with high level staff in Universities, companies and public and third sector organisations.	A & C
E8	Experience of managing multiple communications channels both externally and internally facing; including websites, social media channels, email resource accounts etc.	A & C
E9	Ability to organise and manage data and information for the evaluation of activities, events, training and so forth.	A & C
E10	A customer focused approach to delivering against key goals with a good track record in meeting challenging deadlines.	A & C
E11	IT literate and competent, including experience of basic web design, social media, databases and the Microsoft Office suite, particularly Outlook, Teams, Word, Excel and PowerPoint.	A & C
E12	Ability to maintain confidentiality and comply with GDPR requirements.	A & C
E13	Ability to work flexibly and co-operatively with others as part of a team.	A & C
E14	Ability to work independently, use initiative and complete tasks without close supervision.	A & C
Desirable Criterion No.	Desirable Criterion Description	Measured by
D1	Experience of working in a Higher Education environment.	A
D2	Experience of supporting submissions to the Research Excellence Framework (REF).	A & C
D3	Experience of working in a research impact related role.	A & C
D4	Experience of managing funding budgets.	A & C