

# OUR REWARD PRACTICES/ JOB DESCRIPTION:

## REF and Research Grants Manager

<b>Generic role title:</b>	REF and Research Grant Manager
<b>Job family:</b>	Administration, Professional & Managerial
<b>Reference number:</b>	SS-083-19
<b>Grade:</b>	Grade 7
<b>Salary Scale:</b>	£34,189 - £39,609
<b>Contract:</b>	Fixed term for to 31 December 2020 Full time
<b>School/Department:</b>	Kent Business School
<b>Location:</b>	University of Kent, Canterbury campus
<b>Line manager:</b>	Research Manager or their nominee
<b>Immediate line reports:</b>	N/A
<b>Anticipated start date:</b>	ASAP

### Job purpose

This post within Kent Business School is responsible for providing operational administration, data collection, analysis and strategic support for the School's submission for the 2020 Research Excellence Framework (REF).

This post will work in close collaboration with School's Director of Research (who also holds the position of School Academic REF Coordinator), the Research Manager, the Faculty Support Office and Research Services, particularly the Research Excellence Team, to ensure that activity within the School supports and complements the University Plan.

### Key accountabilities

This section details the main accountabilities (or responsibilities) of the job, together with a selection of indicative duties. Other duties, commensurate with the grading of the post, may also be assigned from time to time.



1.	Manage the organisation, collection, analysis and synthesis of the data necessary to complete the School's REF return in the required format.	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
1.1	Monitor the School's academic outputs/publications through use of SciVal, Scopus, Altmetric, Google Scholar and ORCID.	
1.2	Manage spreadsheet data on academic publications ahead of the School's internal REF auditing processes (REF pilots and 'dry runs').	
1.3	Manage spreadsheet data on esteem indicators of academic staff for REF environment statement(s) eg editorships, prizes and awards, grants; memberships on peer review colleges, learned societies and memberships on advisory boards.	
1.4	Liaise with colleagues in Planning and Business Information Office, Research Services and the Office for Scholarly Communication as well as School's Professional Services Team to obtain required data, for example on PhD completions, research outputs etc.	
2.	In conjunction with the Office for Scholarly Communication (OSC), provide advice to academic staff regarding queries pertaining to research publications, research environment and research impact to ensure all staff are aware of REF requirements.	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
2.1	Liaise with and advise Academic staff on their outputs submitted for periodic REF auditing processes.	
2.2	Monitor and manage Academic staff adherence to Open Access requirements in the REF by reference to IRPs, school bulletins and other communications.	
2.3	Update Academic staff Kent Academic Repository (KAR) profiles and enter specific items into KAR on request.	
2.4	Assist with and advise Academic staff on improvement of their public profile through Research Gate, academia.edu, Google Scholar, ORCID and social media in conjunction with the Office for Scholarly Communication and Corporate Communications.	
3.	Contribute to the School's REF Strategy to ensure REF requirements are met.	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
3.1	Draft statements/narratives about the School's REF strategy, procedures and internal auditing processes in liaison with the Academic REF Coordinator.	

3.2	Oversee and manage the REF budget and coordinate KBS' applications to the University's REF funding calls.	
3.3	Organise peer review of selected staff outputs with potential to be submitted to REF, in liaison with the School Academic REF Coordinator and School Executive Group.	
3.4	In conjunction with the Research Services Research Excellence Team (RS RET), monitor HEFCE/OfS REF2021 requirements on publications, environment and impact from and ensure relevant School colleagues are kept updated.	
3.5	Attend relevant meetings at Faculty and University level to include the REF Administrators Group regarding REF policy, research and innovation, research administration and public engagement and inform relevant School colleagues;	
4.	Undertake primary research/investigation to obtain evidence and produce written drafts of School impact case studies for inclusion in the REF submission.	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
4.1	Meet regularly with academic colleagues including impact case study leads to monitor progress, public engagement, external collaborations, activities and developments related to their impact case studies.	
4.2	Create new 'projects' in Vertigo Ventures (VV) Impact Tracker as required.	
4.3	Update the drafts of impact case studies using the VV Impact Tracker software; enter data/information on research outputs, stakeholders, impact activities, narratives, and evidence/metrics of impact.	
4.4	Work with impact case study leads on the drafting, editing and revision of the final impact case studies	
5.	Develop networks with staff in Government and non-government organisations (NGOs) and other external organisations to obtain evidence of research impact and feedback to relevant colleagues.	<i>Frequency</i>
		Weekly
<b>Example duties:</b>		
5.1	On request of impact case study leads, contact individuals external to the university to request relevant information on impact, public engagement and/or collaborative activities.	
5.2	Attend external and University events (conferences, workshops, public lectures) related to impact case studies and relevant underpinning research.	
5.3	Organise and liaise with peer reviewers for REF pilots.	

5.4 Write and give presentations to academic staff on REF developments and impact.		
6.	Support activities to be reported in the REF Environment Statement, including grant applications and PhD completions.	<i>Frequency</i>
		Weekly
<b>Example duties:</b>		
6.1	Facilitate grant applications, by identifying funding opportunities and supporting staff to write applications	
6.2	Oversee and run activities (seminars, training, events) which enhance the research environment	
6.3	Implement actions outlined in the Research and the PhD strategies.	
7.	Line management of the Research and PhD team to ensure the delivery of consistent and sustainable support to staff and students, and adherence to policies and procedures, in the absence of the KBS Research Manager	<i>Frequency</i>
		Daily
<b>Example duties:</b>		
7.1	Manage line reports according to University policies and procedures (e.g. recruitment and induction, leave and absence)	
7.2	Provide regular advice, guidance and support to colleagues, and ensure continuing professional development to enhance service development and delivery	
7.3	Hold meetings as and when required to lead, coordinate, and monitor team activity, to deliver high quality support to staff and students.	

### Internal & external relationships

This section indicates with whom the job holder comes into contact and liaises/communicates with on a regular basis, and for what purpose.

**Internal:** School Business and Administration Manager; REF Coordinator (to coordinate work on REF preparations, processes and procedures); Director of Research (overlap with REF strategy and procedures; individual impact case study leads, Academic staff, Professional Service Staff in KBS and wider University)

**External:** (Collaborators of individual impact case study leads (to gather information and academic members of staff with REF impact case study profiles, currently A. evidence of impact and public engagement)

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

Qualifications / training	Essential	Desirable	Assessed via*
Good Master's degree and/or relevant professional experience in Research and REF	✓		A
GCSE English and Maths or equivalent	✓		A

Knowledge, skills and experience	Essential	Desirable	Assessed via*
Understanding of submitting papers to journals for review	✓		I
Recent administration experience and understanding of the UK academic research environment with familiarity and knowledge of the REF and grant application process	✓		A, I
Recent experience in the management of spreadsheets and databases	✓		A, I
Experience of coordinating research activities or equivalent development, support and compliance activities.	✓		A, I
Familiarity with and knowledge of the REF including research impact and knowledge of research citation metric databases such as Google Scholar.	✓		A, I
Excellent oral and written communications skills	✓		A, I
Detailed understanding of publishing practice in Higher Education	✓		I
Excellent IT skills including Microsoft Packages and presentation skills	✓		I, T
An understanding of Social Media how social media can be used to promote research outputs	✓		I
Experience of maintaining, gathering, analysing and evaluating information and preparing documents for dissemination.	✓		A, I
Ability to work in a team or independently with minimal supervision	✓		I

Additional attributes	Essential	Desirable	Assessed via*
Ability to work collaboratively with staff at all levels within the institution	✓		I
Pro-active, self-motivated with a positive attitude and ability to problem-solve whilst being able to respond positively to changing priorities in the workplace	✓		A, I
Ability to maintain the highest degree of confidentiality over all aspects of REF related activity within the School, and all elements of research monitoring undertaken, individually and collectively	✓		A, I

\*Criterion to be assessed via:

A = application form or CV/cover letter

I = interview questions

T = test or presentation at interview