

## Candidate Information

<b>Position:</b>	Research Impact and Engagement Officer (2 posts)
<b>School/Department:</b>	Research and Enterprise
<b>Reference:</b>	24/111733
<b>Closing Date:</b>	Monday 8 April 2024
<b>Salary:</b>	£37,841 - £45,148 per annum
<b>Anticipated Interview Date:</b>	Friday 19 April 2024
<b>Duration:</b>	2 Positions Available: 1x Permanent and 1x Fixed Term Contract Available for 36 Months

### JOB PURPOSE:

Play a key role in supporting, planning and enabling external engagement and involvement with research activity at the University, and realising impactful outcomes that benefit wider society. The post holder will work with academic and professional services colleagues to increase the opportunities for the growth of mutually beneficial research relationships between Queen's and its many diverse stakeholders, partners, and collaborators. They will share good practice, and evidence/ showcase the transformative nature of Queen's research in peoples' lives. They will play a key role in preparing submissions to research assessment exercises, including supporting the development of impact case studies for the next Research Excellence Framework.

Each Research Impact and Engagement Officer will act as a first point of contact for researchers in either (1) the Faculty of Medical, Health and Life Sciences, or (2) the Faculty of Arts, Humanities and Social Sciences (with a thematic focus on arts and humanities).

### MAJOR DUTIES:

1. Work closely with academics to identify and extend opportunities for engagement with external partners and stakeholders, and to support researchers to identify and evidence potential impact from research through:
  - Identifying, managing and collating evidence of engagement and impact from research activities.
  - Supporting and embedding the practice of evidencing, documenting, promoting and budgeting for engagement, involvement and impact activities within the research lifecycle.
  - Working with the Faculty to support the development of engagement, involvement and impact activities.
  - Developing and contributing to the delivery of engagement and impact training events, seminars and workshops in order to enhance awareness of relevant issues.
  - Contributing to the development, interpretation and dissemination of research engagement, involvement and impact policies and procedures across the University, through effective internal and external networks.
  - Supporting the development of networks with internal and external partners and stakeholders, including those that shape policy around engagement and impact.
2. Support initiatives that will build meaningful relationships with both internal networks and key external partners and stakeholders through:
  - Working with colleagues in strategic marketing and communications roles in professional services directorates and faculties to develop detailed, coherent impact and engagement content for the University's website and other communication channels.
  - Identifying and supporting engagement and impact activities across the research and innovation ecosystem at Queen's, including through, for example, Belfast Region City Deal Innovation Centres.
  - Supporting the growth, development and connectivity of strategic engaged research hubs, building reciprocal relationships with colleagues and collaborators through societally focused research engagement initiatives.
  - Keeping abreast of external policy developments, for example from Research England and UKRI, in relation to engagement and impact, and assimilating relevant policy announcements and publications to help ensure that internal preparation efforts are well informed.

3. Develop and maintain a detailed knowledge of research engagement and impact issues and themes within the higher education sector, including through:
  - Building and developing external relationships with individuals, teams and organisations to share best practice and engage in sector wide discourse on advancing the research engagement, involvement and impact agendas
  - Enhancing the impact profile of the University through external networks and with key stakeholder organisations such as research funders and policymakers
4. Contribute to the preparation of Research Excellence Framework (REF) submissions, including impact case studies and disciplinary-level statements, in a designated Faculty and the wider University through:
  - Working with Faculty, School and UoA-level REF leads to identify potential impact case studies for submission to REF 2029 and supporting case study authors and teams to develop their impact activities further.
  - Acting as a dedicated professional services lead for the long-term development of a portfolio of specified impact case studies (at least 20-25) with potential for REF 2029 submission, both within Faculty and across the wider University as required.
  - Support case study authors and teams in the preparation of impact case studies, including the collation of evidence and supporting documentation, ensuring that REF submission guidelines and requirements are adhered to.
  - Acting as a key point of contact for relevant research users, such as industry, patient groups, charities and policy-makers, on research impact and providing solutions to both general enquiries and specific, technical queries relating to REF impact.
  - Gathering evidence to support the University's REF submission, including recording, monitoring and evaluating impact activities through the research information systems in preparation for submission to REF.
5. Coordinate and contribute to the allocation and use of internal research impact and engagement funding for projects across the Faculty, including through UKRI-funded Impact Acceleration Accounts, strategic pump-prime funding for REF and impact, and the Agility Fund. As appropriate, work within the Faculty to raise awareness and increase access/ participation with these opportunities.

#### **ESSENTIAL CRITERIA:**

1. An honours degree, or equivalent qualification, or substantial relevant experience.
2. Experience of the research impact and engagement agenda as it relates to research in higher education institutions or research performing organisations.\*
3. Experience of delivering professional support in a higher education institution or other research performing organisation.
4. Experience of engaging multiple internal and external partners and stakeholders to broker lasting and productive relationships and influence behaviours and attitudes.
5. Experience of identifying and collating evidence to inform practice, research, or policymaking.
6. \* Preference will be given to candidates who are able to demonstrate alignment of skills and experience with one or more of the following thematic areas of research engagement and impact: (1) Medical, Health and Life Sciences; (2) Arts and Humanities.
7. An understanding of the processes of research engagement and impact and their contribution within the wider research ecosystem.
8. Ability to use IT at an appropriate level, including compiling and handling large and complex information sets, and preparing statistical analyses.
9. Excellent communication and presentation skills with both internal and external audiences.
10. Excellent project management, facilitation, negotiation and influencing skills.
11. Ability to work independently with a high level of self-motivation, whilst also working in a wider team.
12. Ability to influence, motivate and act as an advocate with a group of senior stakeholders and diverse, invested parties.
13. Attention to detail, and ability to handle and process large volumes of data accurately and efficiently.
14. Strong planning and organisational skills.
15. Flexibility and ability to work irregular hours on an occasional basis as required.

#### **DESIRABLE CRITERIA:**

1. A relevant professional qualification.
2. Experience of supporting the submission of impact case studies to the Research Excellence Framework (or equivalent experience in a comparable research assessment exercise).
3. Demonstrable knowledge and understanding of the activities of Queen's University and its strategic plans for research and innovation.
4. Demonstrable knowledge of the Research Excellence Framework and the 'Engagement and Impact' component.
5. Excellent copywriting and proofing skills.
6. Experience of budget management/control.