

**JOB DESCRIPTION**

<b>Job Title:</b> REF Coordinator (written and editorial)	<b>Accountable to:</b> Deputy Director	
<b>Contract Length:</b> 2	<b>Hours per week/FTE:</b> 0.4	<b>Weeks per year:</b>
<b>Salary:</b> £33,653-£41,329 (pro-rata)	<b>Grade:</b> 4	
<b>College/Service:</b> Research Management and Administration	<b>Location:</b> King's Cross	

**Purpose of Role:** To support writing impact case studies and other written material in support of REF2021

**Duties and Responsibilities**

The Research Excellence Framework (REF) assesses the quality of research activity in higher education in the UK to inform the allocation of public funding for research and to provide evidence of the benefits achieved from this funding. The framework assesses the quality of the research in terms of the outputs of the research, the impact from the research, and the environment in which research is conducted and supported.

The role will be part of the university Research Management and Administration section and will work with academics, research centers and the Research Network and Impact Coordinator to develop and craft impact case studies for the university submission to REF2021. The role will also involve working with the Dean for Research to draft and edit other constituent elements of the submission, as well as refining the final submission to create a consistent narrative throughout. The role will involve incorporating material from both practice and theory-based research, spanning the spectrum of arts and design research.

- Work with the Research Networks and Impact Coordinator to draft and refine impact case studies and support the identification of appropriate evidence to support the case studies
- Work with academics to develop written material to support the submission of practice-based research outputs including contributing to portfolio development
- Work with the Dean of Research and Deputy Directors RMA to contribute to writing the research environment section of the submission.
- Edit and refine the overall submission to ensure a consistent and clear narrative that accurately reflects the quality and breadth of our work and aligns with the university and research strategies.
- Produce written material for the website that aligns with the content of our submission.
  
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To undertake health and safety duties and responsibilities appropriate to the role
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

**Key Working Relationships:** Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Dean of Research
- Deputy Director Research Management and Administration
- Research Networks and Impact Coordinator
- REF Manager

**Specific Management Responsibilities**

**Budgets:** n/a

**Staff:** n/a

**Other** (e.g. accommodation; equipment):

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

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**Person Specification**

Specialist Knowledge/ Qualifications	<ul style="list-style-type: none"><li>• Qualified to degree level or equivalent</li><li>• Knowledge of, and interest in the field of arts and design (desirable)</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience in editorial or publishing work.</li><li>• Established track record of working collaboratively to produce written communication on research</li><li>• Experience in the higher education or not for profit sector</li><li>• Experience of developing impact case studies for REF2014 (desirable)</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers

Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

**Last updated: April 2015**