

RESEARCH PLANNING AND POLICY OFFICER

Job Ref: REQ171227

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Loughborough is one of the UK's leading research-intensive Universities with internationally recognised strengths. Our [outstanding research](#) generates globally important work that is driven by society's need for solutions to real-life issues. In June 2016, Senate approved our ambitious new plans for research known as the CALIBRE (Collective Ambition at Loughborough for Building Research Excellence) framework. CALIBRE is an inclusive, comprehensive and forward-looking articulation of the research component of the University's [Building Excellence](#) strategy. Building Excellence sets out our ten-year vision in which research, teaching, enterprise and sport are integrated within four central themes. CALIBRE's 8 programmes (Research Leaders, Ambition, Beacon, Adventure, Thought Leadership, Global Challenges, Here to Stay and the Doctoral College), to be launched in 2016-17, align directly with the strategy themes and show how we can reach our collective ambition to deliver impactful world-class research across all disciplines. At the heart of the CALIBRE framework are the diverse but focussed research strengths driven by all 10 of our Schools, including our newly opened campus in London on the Queen Elizabeth Olympic Park.

The Research Office manages and supports the growth of the University's research portfolio, to advance the University's reputation for world-class research. The [Pro Vice Chancellor for Research \(PVC-R\)](#) has strategic responsibility for Research, including the CALIBRE framework. Supporting the Director of the Research Office, the Head of Research Development has a key role in the implementation of the CALIBRE framework along with the Academic Schools management teams. The Head of Research Development leads the centralised Research Development team within the Research Office. The team supports the various CALIBRE programmes (in particular the Beacon, Global Challenges, Ambition and Adventure areas) as well as broader research development activity, working with Academic Leads and in partnership with academic colleagues across the ten Schools.

The Research Policy Team is a small friendly team within the Research Office, consisting of four people (2.9 FTE) working on a range of activities including supporting ethics applications, and processes, Research Excellence Framework (REF) planning and co-ordination, supporting impact development, open access (RCUK and REF) policy compliance, RCUK outcome reporting, publication quality enhancement and managing the publication information system (LUPIN), amongst other activities, including servicing of four senior university committees.

Job Description

Job Grade:

Management and Specialist Grade 6 (0.8 FTE)

Job Purpose

The Research Planning Officer will support the development of the evidence-base for the University's research policy decision-making. The post-holder will be responsible for supporting the systems and data requirements for the University's effective response to policy drivers, including research assessment exercises, research performance monitoring, Open Access and research data management. As part of this, the post-holder will have day-to-day responsibility for the policy and user dimensions of the Loughborough University Publications Information Database (LUPIN) and related management information software, liaising with cognate teams in the Library and Information Services. Occasionally act as Secretary for the associated working groups and committees. The post-holder will support the Research Policy and Planning Manager with the co-ordination, planning,

preparation, submission, verification and audit processes that are associated with research assessment exercises and statutory returns. Supporting colleagues across the University in their use of research planning systems and the interpretation of research data will also be integral to the role.

Job Duties

Planning and Data Support

1. To support the systems and data capture for research planning, including LUPIN.
2. To liaise with the Library and Information Services to ensure that data is captured regarding University progress against targets in Open Access publications.
3. To support the Research Policy and Planning Manager with the provision of accurate and timely data to inform reporting to the Research Quality Enhancement sub-committee (ResQuE) and Research Impact Development sub-committee (RiDe).
4. To provide colleagues across the University with guidance and support in using research systems, including the provision of online resources and user guides.
5. To ensure effective University engagement with external research systems, including ResearchFish.
6. To support, in liaison with colleagues in the Library and IT services, the development and maintenance of resources and guides for Open Access and research outputs.
7. To support large-scale research planning and policy initiatives, including research assessment exercises and statutory returns.
8. To act as Secretary committees/working groups in regard to research policy and planning.
9. To proactively engage with the external policy environment to ensure the University shapes and effectively responds to research policy developments.

Other

1. To represent the University internally and externally, as appropriate.
2. To carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees and working groups.
3. To engage with and support training programmes in the University which are consistent with the aspirations of external organisations such as Research Councils UK for research staff and students and those of the University.
4. To ensure that a seamless service level is provided within Policy, Planning and Governance team by ensuring that appropriate liaison and cover is provided at all times among the team members, across the range of their responsibilities.
5. To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Research Policy Manager, Research Office.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

	Essential	Desirable	Stage to be assessed
Qualifications/ Education	A good honours degree or appropriate professional qualification and/or equivalent professional experience		1, 3
Experience	<p>Experience of working at a similar level within a University or comparable environment</p> <p>Previous experience of collating and presenting information and reports in relation to research</p> <p>A track record of effective liaison with external funding bodies/organisations</p>	<p>Experience of providing colleagues with guidance and support in the use of research systems.</p> <p>Experience /knowledge of the completion of the annual HEFCE /HESA returns would be beneficial</p>	<p>1,3</p> <p>1,3</p> <p>1,3</p>
Skills and Abilities	An understanding of UK research policy, assessment and funding in the HE sector and an up-to-date knowledge of sector developments through professional networks	Knowledge and understanding of wider issues in the HE and education sector such as Open Access Publication and Research Data Management	1, 3.

	<p>The ability to generate and present statistical data in a clear and precise way for senior staff members and committees.</p> <p>Excellent IT skills (Microsoft Office, Word, Excel and Powerpoint being particularly important) and experience of using large databases and datasets</p> <p>The ability to pro-actively monitor, manage and develop projects involving statistical data and University targets</p> <p>An ability to be creative in providing solutions to problems and forward planning</p> <p>An ability to communicate professionally and effectively with senior staff of the University.</p> <p>Excellent verbal and written communication skills as demonstrated by contribution at senior committees of the University.</p> <p>An ability to work in a methodical and accurate manner and to be flexible and creative in developing new methods of working as required.</p> <p>Excellent interpersonal skills, and the ability to work as an effective part of a team as well as independently when required.</p> <p>An ability to prioritise workload, work to deadlines, be self-motivated and use initiative where appropriate.</p>	<p>Knowledge of pivot tables and database extraction tools.</p> <p>Committee servicing and minute-taking experience</p> <p>An understanding of and an empathy with the research environment of the University and its significance individual researchers, students and the wider community.</p>	<p>1, 3.</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p> <p>1,3</p>
Training	<p>A willingness to undertake further training as appropriate and to adopt new procedures as and when required.</p>		1, 3
Other	<p>Commitment to observing the University's Equal Opportunities Policy at all times.</p>		3

Stages in assessment: 1: Application Form, 2: Selection test 3: Interview.

Conditions of Service

The position is part-time (0.8 FTE, 29.6 hours per week) and offered as a fixed term (12 month maternity cover) secondment opportunity, or the earlier return of the post holder, whichever is the soonest. Salary will be on Management and Specialist grade 6, £29,799 - £38,833 (pro rata) per annum, subject to annual pay award and at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Angela Crawford, Research Policy Manager, Research Office by email at a.m.crawford@lboro.ac.uk or by telephone on 01509 222453.

Applications

The closing date for receipt of applications is **Sunday 14th January 2018**. Interviews will be held on **Tuesday 23rd January 2018**.