

RESEARCH POLICY ASSOCIATE

Job Ref: REQ240145

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The Research and Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

This role is a new post within the R&I Quality, Policy and Culture team which delivers strategic and operational support to the University with regards to research policy, culture, and compliance. It has been developed in response to a greater focus on facilitating an enhanced research culture that is exciting and innovative, generating high quality research, outputs, and outcomes. As such, it will play an important role in supporting the University's exciting ambitions to increase research and innovation income and translation of research to application over the next few years.

Job Description

Job Grade:

Administrative Services Grade 5

Job Purpose

The Research Policy Associate will assist in developing the evidence-base for the University's research policy decision-making. The post-holder will help support 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. They will primarily work with the University's current research information system (CRIS) called LUPIN (Loughborough University Publication INformation System), to monitor and curate research output and impact metadata and its links with the Research Repository. The post-holder will contribute to the support and development of LUPIN as well as in the ongoing communication to, and training for, users of LUPIN across the University. They will play a major role in curating the data in LUPIN and in identifying and escalating system issues with the ability to work to a high level of accuracy and attention to detail.

Job Duties

Loughborough University Publication INformation (LUPIN) system processing

1. To support the Research Policy Officer in co-ordinating, managing and supporting LUPIN data priorities and deadlines.
2. To work with the Library to support ongoing LUPIN/Research Repository (RR) integration to co-create and collaborate on changes, informing views, and identifying any impacts and interventions needed.

3. To develop an in-depth knowledge and understanding of LUPIN functionality and able to impart this knowledge to others (researchers and academic staff) including provision of training and resources.
4. To extract reports from LUPIN and create and maintain excel spreadsheets to review data quality for the Research Policy Officer to support wider university requirements, including in support of any internal and external assessment exercises such as UKRI Output Reporting and REF.
5. To check in detail publication records in LUPIN, cross-checking with other systems, and make appropriate metadata adjustments.
6. To match records between LUPIN, the RR and publisher platforms to check and monitor data accuracy escalating issues appropriately.
7. To communicate in a professional manner with academic and researcher colleagues about their research outputs, activities and impacts, and with system suppliers, funders and policymakers regarding their requirements.
8. In conjunction with colleagues, assess and review the LUPIN workflows and processes and highlight where developments and changes may be required.
9. Develop effective relationships with team members, Library colleagues and researchers, to support the development of high-quality services.

General Administration

1. To be the initial point of enquiry of the R&I Quality, Policy and Culture team for academic staff, researchers, professional staff and external organisations. This will require responding to enquiries received in person, by telephone or email and take appropriate action, particularly the daily management of the central team inbox.
2. To support the R&I Quality, Policy and Culture team through appropriate management, administration and oversight of operations, including the set-up and review of Excel spreadsheets, use of Word to summarise LUPIN information for reporting purposes, and use of Power Point in preparation for team presentations as required.
3. To offer administrative support to Loughborough University's submission to the UK REF as required.
4. To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade.
5. To review data and work across systems and teams to ensure compliance with relevant University and external policies and procedures.
6. To undertake any training and development deemed appropriate for the position by the Research Policy Officer.

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 and Procedures.

All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and 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 Quality and Culture Manager, Research and Innovation Office

Person Specification

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 Criteria

Area	Criteria	Stage
Experience	To have experience of working closely with electronic systems, records and data gathering, validation and cleansing of data	1,3
	Experience of establishing and maintaining accurate electronic records.	1,3
	Experience of working individually and as part of a team with the ability to work seamlessly with colleagues from other professional services and academic schools	1,3
	Knowledge of relevant funder open access policies and reporting requirements.	1,3
Skills and abilities	The ability to review and analyse information and summarise data issues.	1,3
	Flexibility and the ability to efficiently handle and monitor a varied workload and meet deadlines.	1,3
	Able to plan, prioritise and work independently with minimal supervision and manage pressure of deadlines.	1,3
	Excellent interpersonal, organisational, oral and written communication skills.	1,3
	Able to deal with a variety of people, including systems suppliers, in a professional manner.	1,3
	Able to work with accuracy and with a high level of attention to detail.	1,3
	Able to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office Excel, Word and powerpoint, and Outlook.	1,3
Training	Demonstrate willingness to undertake and support training activities.	1,3
	Able to adopt new procedures and adapt to changes in policies as and when required.	1,3
Qualifications	A-Level or equivalent	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a Higher Education setting.	1,3
	To possess a good knowledge of growing open access agenda.	1,3
	Experience of using the Symplectic Elements software.	1,3
	Experience of Loughborough specific systems and procedures.	1,3
Skills and abilities	Knowledge of funders policies and requirements.	1,3
	Knowledge of output metadata standards.	1,3
Qualifications	Degree or equivalent.	1

Conditions of Service

The position is full time and open ended. Salary will be on ADMINISTRATIVE SERVICES Grade 5, £27,979 to £32,982 per annum, 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/>