

Impact Officer

REQ241124

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value 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, Estates and Facilities Management, Finance, and HR.

Job Description

Job Grade: Management and Specialist Grade 6

Based: Research and Innovation Quality and Policy Team, Research and Innovation Office

Reporting to: REF Manager

Job Purpose

The Impact Officer will lead efforts to embed, enhance, and communicate the broader impacts of the University's research, aligning with institutional goals and Research Excellence Framework (REF) impact requirements. The role supports researchers in identifying, developing, communicating and evidencing social, technological, health, economic, cultural, and environmental impacts, ensuring these are documented for both ongoing strategic priorities and specific REF submission requirements. The Impact Officer will also facilitate engagement with non-academic audiences and key stakeholders, building a culture of research impact that highlights the value and relevance of university research.

Job Duties

The following list of job duties is indicative and may change and evolve as institutional strategy develops or as specific needs are identified by the Research and Innovation senior management team:

1. Impact Strategy and Development

- Maintain a detailed knowledge of the evolving subject of impact within the HE sector, including policy development from Research England, UK Research and Innovation (UKRI) and others and share as appropriate
- Work with the REF Manager and Organisational Development to design and implement a training program to develop researchers' knowledge and skills in identifying, accelerating, and evidencing impact, supporting both REF-specific needs and broader institutional strategic priorities.
- Collaborate with School Impact Champions to create tailored impact strategies within each Unit of Assessment, advancing best practices in both REF-related and general impact activities.
- Develop and embed processes for integrating impact throughout the research lifecycle, aligning with internal support systems and ensuring streamlined preparation for REF and other reporting requirements.
- Identify funding opportunities to support impact.

2. Impact Identification, Acceleration, and Documentation

- Assist academics in defining impactful research questions and engaging stakeholders, aligning research objectives with both institutional and REF-specific impact goals.
- Partner with researchers to identify areas of research strength that can address key challenges in society and to assess opportunities for generating impact; identifying barriers to impact and developing pathways, plans and milestones that facilitate the acceleration and documentation of impact.

3. Impact Evidence Collection, REF Preparation, and Reporting

- Develop and manage systems for regular collection, validation, and archiving of impact evidence, ensuring data within research information systems is accurate and up to date for REF submissions.
- Identify, monitor, and support the development of potential REF impact case studies, advising on criteria and alignment with REF impact guidelines. Provide hands-on support to researchers by providing detailed feedback, editorial suggestions, and guidance to strengthen and align case studies with REF standards, while ensuring researchers retain ownership of the writing process and final content. Produce regular reports and analyses of impact activities and readiness for REF, sharing insights with internal stakeholders and supporting continuous improvement.
- Provide training on evidence collection, ensuring high-quality impact documentation for REF and other uses.
- Establish mechanisms to collect evidence that meets REF standards.
- Support mock REF exercises and reviews.

4. Internal and External Engagement

- Act as the main contact for impact-related enquiries, promoting awareness and engagement around impact across university departments and with external stakeholders.
- Champion research impact in institutional and public-facing initiatives, facilitating presentations, workshops, and training sessions focused on impact development and REF readiness.
- Work with Partnership Development Managers (PDM) to establish partnerships with non-academic stakeholders to extend the reach and application of impactful research, enhancing knowledge exchange and strengthening impact case studies for REF.

5. Evaluation, REF Readiness, and Continuous Improvement

- Draw on sector best practice to develop metrics to evaluate impact activities and assess the effectiveness of impact strategies, reporting insights to guide future development in line with REF requirements.
- Develop and implement a structured mechanism to assess the current REF readiness and future potential of impact case studies, enabling early identification of areas for improvement and support.
- Identify and embed best practices for impact development, continuously refining strategies to enhance institutional capacity for impactful research aligned with REF goals.

6. Other

- To represent the University on national and international bodies as appropriate.
- To undertake any other duties which may reasonably be required by the Head of Research and Innovation Quality, Policy and Culture that are commensurate with the nature and grade of the post.
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office.
- This role may require some flexibility in working hours.

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.

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/ Presentation (incorporated in the interview stage)
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Demonstrable experience of working in a Higher Education environment	1,3
	Proven experience in collating, integrating, manipulating, analysing and presenting data from a wide variety of sources	1,3
	Extensive understanding of higher education research and research impact in its broadest context, demonstrated through hands-on experience working with academics to support and assess REF Impact Case Studies (ICS). This includes interpreting and applying REF guidelines, delivering impact training, securing robust evidence for ICS	1,3
Skills and abilities	Ability to develop networks and work effectively with team colleagues, senior managers and academics	1,2,3
	Record keeping and information management; exploration, fact finding and data capture from multiple sources	1,3
	Experience of successful project management delivery	1,2,3
	Proficiency in analysing and interpreting qualitative and quantitative data related to research impact, ensuring robust evidence supports impact claims for REF and other assessments.	1,3
	Strong interpersonal skills and ability and confidence to make timely independent decisions	1,3
	Excellent planning and organisational skills, focusing on delivering outcomes and assessing impact	1,3
	Demonstrable evidence of proficiency in the use of IT and Microsoft Office suite of packages, including the ability to use databases effectively to input, extract and manipulate information	1,3
	Excellent written and oral communication skills including writing, editing and presentation skills and ability to convey complex information to a range of audiences	1,3
Qualifications	Educated to degree level or extensive relevant experience	1
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Demonstrable experience of working in partnership with staff to complete tasks and adhering to complex guidance.	1,3
	Evidence of contributing to process improvements	1,2,3
Skills and abilities	A strong understanding of due diligence, GDPR, ethics and responsible innovation in relation to research impact	1,3
Qualifications	A Master's degree	1

Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 6 £34,866 - 45,163 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 Academic and Related staff/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/>