Loughborough University

Research Excellence Framework Administrator
REQ241125

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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: Administrative Services grade 5

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

Reporting to: Research Excellence Framework Manager

Job Purpose

We are seeking a motivated and proactive Research Excellence Framework (REF) Administrator to support the University's submission to the Research Excellence Framework, a national exercise that assesses the quality of research in UK universities. The role involves delivering high-quality administrative support to the REF team, particularly the Impact Officer, REF Project Officer, and REF Manager, and assisting with all aspects of REF-related activity to ensure an efficient and effective submission process.

Job Duties

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

1. **Administrative Support for REF Submission**

   o Provide comprehensive administrative support to the Research Quality and Impact Policy team for the University's REF submission.

   o Provide administrative support to the Public Engagement Committee, Impact Champions Group and any future People, Culture & Environment groupings to facilitate their work.

2. **Information and Data Management**

   o Support the Research Planning Officer with the curation and extraction of information from the central university Current Research Information System (CRIS) and distribute relevant data to faculties and schools.

- o Perform data checking and entry, ensuring accuracy and flagging any issues to the REF Manager.

3. **Meeting and Event Coordination**

   - o Organise and coordinate REF-related meetings, including preparing agendas, distributing papers, booking rooms, compiling attendance registers, and maintaining the relevant TEAMs sites, and following up on actions.

   - o Support meetings related to the REF review processes, including preparing and distributing materials for review and tracking the outcomes.

   - o Support the Annual Output Review Process including coordinating submissions, maintaining accurate records, and ensuring timely communication with academic and administrative staff.

   - o Act as the primary liaison for external assessors, overseeing their recruitment, evaluation, and administration.

4. **Database and Document Management**

   - o Organise and maintain electronic filing systems, including document management and archiving for REF-related materials.

   - o Support where necessary the Impact Officers in maintaining the University's REF Impact database, ensuring data accuracy.

5. **Communication and Correspondence**

   - o Serve as the primary point of contact for REF-related queries, responding to inquiries from academic and administrative staff with courtesy and professionalism.

   - o Build and maintain effective working relationships with a variety of colleagues across the Research and Innovation (RIO) team, Schools, and external bodies to ensure seamless coordination.

6. **Process Support for External Review and Open Access Compliance**

   - o Work closely with the Research Planning Officer and Impact Officers to support external review processes, including managing related financial aspects.

   - o Assist the team with open-access checking, annual output reviews, impact Case Study and People, Culture & Environment submission processes.

7. **Development of REF Resources**

   - o Create and manage electronic mailing lists and distribute relevant communications on behalf of the team.

   - o Support the updating of REF-related content on the university website and TEAMS sites, as necessary.

8. **Other Duties**

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

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	Extensive experience in providing professional administrative support	1,3
	Experience organising meetings, including preparing agendas, drafting minutes, and managing logistics	1,3
	Strong digital literacy and proficiency in Microsoft Office programs	1,3
Skills and abilities	Excellent written and verbal communication skills	1,2,3
	Ability to develop effective working relationships	1,3
	Excellent organisational skill and attention to detail	1,3
Attributes	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to prioritise workload & work to deadlines	1,3
	Knowledge of equal opportunities and an understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
Training	Willingness to undertake training as appropriate	1,3
Qualifications	Educated to A-Level standard or equivalent qualification	1
Other	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of the Research Excellence Framework (REF)	1,3
	Experience in the Higher Education sector	1
Skills and abilities	Familiarity with financial processes such as raising purchase orders and goods receipting	1,2,3
	Able to work with and update web content	1
Qualifications	Educated to degree level	1

Conditions of Service

The position is full time and open-ended. Salary will be on Administrative Services Grade 5 £28,879 - 33,882, 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/