

## Research Excellence Framework Manager

REQ241126

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 (RIO) 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; advancing research impact, managing intellectual property, and supporting the 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 7

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

**Reporting to:** Head of Research Innovation Quality and Policy

### Job Purpose

The Research Excellence Framework (REF) Manager will play a pivotal role in ensuring Loughborough University's successful submission to REF2029 and subsequent research assessment exercises, by enhancing research quality, environment, and impact. The role combines strategic advice, project management, and oversight of REF-related activities, focusing on data collection and the preparation of institutional narratives. The REF Manager will collaborate with academic and professional service colleagues, facilitating compliance with relevant research policies and Research England REF guidelines, while also contributing to university-wide research strategy initiatives.

### Organisational Responsibility

The REF Manager operates within a structured reporting framework to ensure alignment with institutional priorities and effective collaboration with key stakeholders.

Reporting Lines:

- Reports to: Head of Research Innovation Quality and Policy, providing strategic updates, progress reports, and ensuring alignment with the University's research strategies and REF-related priorities.
- Direct Reports:
  - REF Project Associate
  - REF Administrator
  - Impact Officers

- Work closely with the Head of Research Culture and Assessment, Research Policy Officer in the Research Culture and Assessment Team & the Library to align efforts on research culture initiatives and assessment criteria.

## **Job Duties**

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

### **1. REF Preparation**

- Provide leadership in coordinating Loughborough's REF submission, ensuring compliance with the University's REF Code of Practice and Research England REF guidance.
- Lead the REF Operations Group (REF OG) in developing and updating the University's REF Code of Practice and ensure that it is approved by the REF Planning Group (REF PG) and ratified by the REF Leadership Group (REF LG) and published
- Manage and refine processes for staff eligibility, output selection, and narrative development in collaboration with academic leads.
- Conduct mock REF exercises to evaluate and enhance output quality and refine institutional REF statements.
- Oversee the process for the recruitment and evaluation of external assessors, as well as misalignment of internal and external assessment evaluation.

### **2. Research Outputs and Metrics**

- Advocate for responsible approaches to our REF submission that align with the DORA/CoARA principles, advising on best practices for research assessment.
- Organize development programs for researchers to improve publication strategies, aligning with open access and funder requirements.
- Work closely with the Library with regards to the open access requirements of the REF and liaise with the Research Policy Officer to ensure that the publication management system remains fit to support the institutional REF submission and direct changes if necessary.

### **3. Data Management and Reporting**

- Lead on analysing and reporting REF related data, contributing data-driven insights to guide strategic decisions.
- Coordinate data integration and reporting with HR, EDI, and Finance teams to support REF readiness and inform decision-making.
- Work with the Policy Officer, RIO Reporting Team and Planning Team to ensure the Current Research Information System (CRIS) workflow is to be streamlined and enhance data visualisation for research managers and senior leaders.

### **4. Research Strategy Development**

- Provide strategic insights on the REF and UK research landscape, supporting Loughborough's research and innovation strategies.
- Proactively engage with funders and professional networks to shape research priorities, influence policy development, and advocate for the University's strategic interests, while staying informed of the latest developments and trends in the sector.
- Lead projects to optimize research infrastructure, streamline reporting workflows, and align processes with institutional strategy, enhancing research quality, impact, and compliance.
- Direct the communication strategy to keep University staff informed about REF updates, maintaining alignment with the University's REF Code of Practice.

### **5. Training and Knowledge Sharing**

- Design and deliver training for academic and professional staff on REF processes and research information system usage.

- Represent the University at external conferences, networks, and meetings, sharing best practices and sector insights.

**6. Governance and Committee Involvement**

- Serve as a member of the REF LG
- Chair the REF Impact Working Group
- Represent RIO as a member of the REF Planning and REF Operations working groups
- Ensure clear, timely communications to stakeholders about REF developments and updates.

**7. Strategic Role in People, Culture, and Environment**

- Work with the Research Culture and Assessment Team to oversee the development of institutional and Unit of Assessment People, Culture, and Environment statements, providing strategic direction.
- Coordinate with faculties and the Knowledge Exchange team to integrate PCE statements with knowledge exchange and impact reporting.

**8. 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
<b>Experience</b>	Extensive understanding of REF processes, criteria, and strategic goals.	1,2,3
	Experience working with research CRIS systems	1,3
	Demonstrable experience of open access policies, research impact, and data management, with a background in the UK higher education sector.	1,3
	Prior experience in a leadership or management role within a research-intensive university, overseeing a team or function that supports research excellence.	1,3
<b>Skills and abilities</b>	Strong analytical and project management abilities, with a high level of IT proficiency, including directing the collection of data and the parameters for analysis and visualisation tools.	1,2,3
	Excellent written and verbal communication skills	1,3
	Ability to prioritise, work autonomously, and manage complex workflows.	1,3
	Demonstrated skill in engaging and influencing diverse stakeholders, including senior leadership, to secure buy-in for initiatives and foster a collaborative research environment.	1,3
	Strong interpersonal skills and ability and confidence to make timely independent decisions	
<b>Attributes</b>	Commitment to continuous improvement and academic service excellence.	1,3
	Able to build strong relationships with academic colleagues and influence them to engage with proactive solutions	1,3
	Strong commitment to the University's values of diversity, inclusion, and sustainability.	1,3
<b>Qualifications</b>	Educated to degree level or equivalent with substantial relevant experience	1
<b>Other</b>	Commitment to understanding Equity, Diversity and Inclusion (EDI) challenges and observing University EDI policies	1,3

### Desirable Criteria

Area	Criteria	Stage
<b>Experience</b>	Experience contributing to institutional strategic planning or leading change management initiatives, particularly in research assessment or policy.	1,3
	Practical experience supporting and managing pathways to impact and knowledge exchange activities, including developing case studies and working closely with external partners or funders.	1,3
<b>Skills and abilities</b>	Formal project management qualifications, such as PRINCE2 or PMP, to enhance project planning, monitoring, and delivery within complex institutional environments.	1

<b>Attributes</b>	An entrepreneurial mindset, with a proactive approach to identifying opportunities, solving problems, and driving continuous improvement within the research support function.	1,3
<b>Qualifications</b>	A Master's degree	1

## Conditions of Service

The position is full time and open-ended. Salary will be on Management and Specialist Grade 7 £46,485 to £55,295 at a starting salary to be confirmed on offer of appointment. There may be an option for a market supplement enhancement taking the salary up to £65,295 per annum depending on the individual's experience. Market supplements are reviewed on an annual basis and can be revoked at any time if evidence shows that the reasons for the supplement are no longer valid.

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/>