Job Description: Unit of Assessment Lead for 2029 Research Excellence Framework (REF)

Reports to: Associate Pro Vice-Chancellor R&I Excellence & Focus

Position Summary:

The Unit of Assessment Lead will oversee the preparation, coordination, and submission of the Unit of Assessment, for which they are responsible. The role involves strategic planning, meticulous project management, and close collaboration with various committees, working groups, impact leads, and academic and administrative staff to ensure a high-quality submission accurately reflecting the UoA research strengths.

Key Responsibilities:

- o Strategic Planning and Coordination
    - o Develop and implement a comprehensive plan for the UoA's REF submission.
    - o Identify key research outputs and impact case studies to be included in the submission.
    - o Oversee the compilation of the UoA's People, Culture, & Environment submission.
    - o Ensure alignment with university-wide REF strategies and policies.

- o Project Management
    - o Manage the timeline and milestones for the UoA's REF submission process.
    - o Coordinate identifying and selecting research outputs in line with the institution's Code of Practice
    - o Coordinate identifying and selecting research impact case studies with the School's Impact Leads.
    - o Coordinate the narrative and Unit-level data required for the Unit-Level Contribution to Knowledge, Impact & Engagement, and People, Culture, & Environment submissions.
    - o Ensure all documentation and data are accurately prepared and submitted on time.

- o Collaboration and Communication:
    - o Liaise with research staff to identify high-quality research outputs.
    - o Liaise with impact leads to monitor impact and the identification of high-quality impact case studies
    - o Work closely with the Research and Innovation Office, REF Operations Group, REF Planning Group, Impact Working Group and REF Leadership Group
    - o Ensure effective communication between the various committees and groups, Deans, and ADR&Is regarding the progress made in compiling the submission and any decisions made.
    - o Facilitate workshops and training sessions for staff on REF requirements and best practices.
    - o Attend UoA Leads working groups as required.

- o Quality Assurance:
    - o Oversee the selection of research outputs to optimise the Unit's submission.
    - o Implement quality control measures to ensure compliance with REF guidelines.

- Data Management and Analysis
  - Support ADR&I and the School Dean in collating, analysing and presenting REF-related data at Quality, Impact and Culture Review (QICR) and associated meetings.
  - Analyse data to identify trends and areas for improvement.
  - Ensure compliance with data protection and confidentiality requirements.

- Reporting and Documentation
  - Document processes and lessons learned for future REF submissions.
  - Support the production of final REF submission documents following REF Guidance and LU Code of Practice.

Essential Skills and Experience:

- In-depth knowledge of the REF process as well as an understanding the guidelines and criteria
- Familiarity with the broader higher education and research funding environment in the UK
- A willingness to engage and understand the REF Panel Criteria, working methods, and LU's Code of Practice on the Selection of Outputs or previous experience of doing so in previous REF exercises.
- Leadership and Management experience
- A strong record of research excellence within the discipline
- Demonstrable influencing skills
- Excellent organisational and time management skills.
- Ability to work collaboratively with a diverse range of stakeholders.
- Demonstrated ability in project management and strategic planning
- Strong written and verbal communication skills
- Attention to detail and a commitment to high standards of accuracy.
- Excellent organisational and time management skills.

Desired Skills and Experience:

- Proven experience in managing or contributing to previous REF submissions or similar research assessment exercises.
- Proficiency with specialised software used in research evaluation and reporting.
- Experience in data analysis and quality assurance processes

Unit of Assessment (UoA) Lead Job Description and Person Specification

Loughborough University is looking to appoint several experienced and motivated individuals to serve as Unit of Assessment (UoA) Leads for the upcoming Research Excellence Framework (REF) 2029 submission. We are seeking candidates for the following areas:

- UoA 8 - Chemistry

- UoA 9 - Physics

- UoA 10 - Mathematical Sciences

- UoA 11 - Computer Science and Informatics

- UoA 12 – Engineering

- UoA 13 – Architecture, built environment and planning

- UoA 14 – Geography and Environmental Studies

- UoA 17 – Business and Management

- UoA 18 – Law

- UoA 19 - Politics and International Studies

- UoA 20 - Social Work and Social Policy

- UoA 23 – Education

- UoA 24 – Sport & Exercise Sciences, Leisure & Tourism

- UoA 27 - English Language and Literature

- UoA 32 – Art & Design

- UoA 34 - Communication, Cultural and Media Studies, Library and Information Management

Note that recruitment for UoA 2 Public Health may follow at a later stage. In addition, UoA role leads may be terminated at any point, with 3 months' notice, if REF Leadership Group decides that we will not submit to a particular UoA.

As a key member of the REF Planning Group, chaired by the Associate Pro Vice-Chancellor of Research & Innovation – Research Excellence & Focus, you will play a vital role in shaping, driving, and delivering Loughborough University's submission to REF 2029.

These roles are integral to ensuring that our submission upholds the high standards of research excellence across the university and as such, would normally be held by a senior academic. To fulfil the necessary obligations, they will require a commitment of at least 0.2 FTE *(actual commitment subject to discussion with the appropriate Dean, and may vary across the REF period)*, with appointments lasting until 31.12.2028 (note that there may be a very small amount of activity after this date, relating to any REF audit queries and to communication of the REF results). Job share will be considered.