

Research and Innovation Office

Research Excellence Framework Administrator

Job Ref: REQ260718

Department summary:

This role is based within the Research and Innovation Office (RIO) which plays a leading role in shaping and delivering the University's research and innovation activities. 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 works closely with other Professional Services across the University, notably Strategic Planning, Legal Services, Finance and HR.

Job Description

Job Family and Grade: Administrative Services Grade 5

Job Purpose

This role is within the Research Culture and Assessment Team which delivers strategic and operational support to research assessment across the university. This includes support for the Research Excellence Framework (REF), a national exercise that assesses the quality of research in UK universities. We are seeking a motivated and proactive REF Administrator who can deliver high-quality administrative support to the University's REF preparations, assisting across all aspects of REF-related activity to ensure an efficient and effective submission process. The role will play an important role in supporting the University's ambitions to improve our REF performance and reputation for excellent research over the next few years. The postholder will work closely with colleagues across the University's academic Schools and departments, Professional Services and external stakeholders to support REF-related activity.

Job Duties

Administrative Support for REF

- Provide comprehensive administrative support to the Research Culture and Assessment team for the University's REF submission.
- Serve as the primary point of contact for internal and external REF-related enquires, managing the REF inbox and responding to and re-directing enquiries with courtesy and professionalism.
- Create and manage REF-related resources, including contact lists, and distribute relevant communications on behalf of the team.
- Support the updating of REF-related content and communications on the university website and MS Teams and Sharepoint sites, as necessary.
- Build and maintain effective working relationships with colleagues across Research and Innovation (RIO), other Professional Services, Schools and external bodies.

Meeting and Event Coordination

- Organise and coordinate REF-related meetings and events, including booking rooms and catering, and advertising to staff via relevant channels.
- Provide administrative support to the REF governance and related working groups, including preparing agendas, distributing papers, preparing minutes, following up on actions and undertaking ad hoc administrative tasks to facilitate their work.

REF review processes

- Provide administrative support for internal REF-related assessment and review processes, including contacting reviewers, preparing and distributing materials for review, maintaining accurate records and ensuring timely communication between Professional Services and Schools.
- Act as the primary liaison for external reviewers and consultants, overseeing the administration of contractual matters and payment.

Information and Data Management

- Organise and maintain electronic filing systems, including document management and archiving for REF-related materials.
- Support where necessary the update of REF-related databases, checking, entering and cleaning data to ensure accurate data reporting, flagging any issues to Line Manager.
- Support where necessary the entering and checking of REF-related information relating to submission processes, flagging any issues to Line Manager.

Other Duties

- To represent the University on national bodies as appropriate.
- To undertake any other duties which may reasonably be required by the Senior Research Culture and Assessment Manager 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.

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 outlined in the document.

Organisational Responsibility

Reports to the: REF Project Management Associate

Direct Reports: N/A

Budget Responsibilities: N/A

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

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 Word and Excel within the Office 365 environment	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
	Proven ability to work flexibly, independently and as part of a team	1,3
	Proven ability to prioritise workload & work to deadlines	1,3
Training	Willingness to undertake training as appropriate	1,3
Qualifications	Educated to A-Level standard or equivalent qualification	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of working in the Higher Education sector	1
	Experience of the Research Excellence Framework (REF)	1,3
	Experience of updating Microsoft SharePoint and managing administrative workflows using Microsoft Power Automate	1,3
	Experience of financial processes such as raising purchase orders and goods receipting	1,3
Qualifications	Educated to degree level	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every person's right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.