JOB TITLE: REF PROJECT MANAGER
REPORTS TO: DIRECTOR OF RESEARCH

The role

This role will take primary responsibility for the preparation of the Department's Research Excellence Framework (REF) submission, working closely with the Department's Director of Research and Research Manager, as well as the University's central REF team and staff members responsible for REF preparations in other School of Technology departments, to ensure compliance with Research England requirements and internal University milestones, as well as sharing of best practice across the School and the wider University. The role holder will ensure all elements of the REF submission are compliant with Research England policy, and will be the primary source of expert advice to the Director of the School, Director of Research, and Research Manager.

The submission comprises a large set of data and textual elements, presented as a coherent picture of the Department’s research outputs, impact and environment since January 2014. It is anticipated that the submission will comprise ca. 200 outputs, five to six case studies and a textual presentation of the research environment and structures to facilitate practitioner engagement, as well as data on research grants and doctoral students. Supporting documentation will be required, totalling an estimated 500 items of evidence. The role holder will be required to co-ordinate this complex data set, liaising with staff across the School and the University, to present the strongest possible case for a positive assessment by the REF panel.

The role holder will work closely with the academic staff, in particular co-writing impact case studies, selecting suitable material from the range of practitioner engagement and elements of the research environment, and agreeing on the optimum set of outputs selected for submission. Significant expertise in research and analysis will be required to establish credibility and ensure effective engagement. Significant reputational damage would result from errors in the submission, which affects the Department’s academic standing, decisions of potential students and faculty recruitment, as well as significant flows of central government funding.

MAIN RESPONSIBILITIES

Expert advice

• Provide wide expertise and an active and on-going research, awareness and analysis of the global set of REF policies and procedures, and those specific to the Department. Details of policy are subject to change, therefore the post holder should always be up to date with any changes issued by Research England in the course of the period of REF preparation.
• Regular engagement and co-ordination with REF preparation activities across the University, in particular the School of Technology, to ensure the role holder is providing authoritative and accurate information.
• Key point of contact for the committee of senior academics advising the Director of Research in the REF submission (UoA Committee), as well as the wider body of departmental academic and professional staff, providing authoritative and consistent information and advice on REF rules and local processes.

**Project management**

• In consultation with the Director of Research and Research Manager, be responsible for the formulation and implementation of the Department's policy and procedures to optimise the REF submission.

• Manage all aspects of the preparation of the Department's submission, with responsibility for planning the steps in process to ensure the submissions are completed to the highest standard and in a timely fashion, defining deadlines and working with the academic and professional staff to ensure these deadlines are met.

• Act as the secretary to the UoA Committee and prepare agendas, produce position papers and take forward actions arising out of these meetings.

• Brief the Chair of the Committee, and any other staff members as required, on complex issues that may arise in taking forward the preparation of each department's submission.

• Maintain an overview of the whole submission to advise academic and professional staff on opportunities to shape, connect, or choose individual items of data or presentation of that data to improve the overall quality of the submission.

**Research and analysis**

• Work proactively with academics, senior management in companies and other external bodies to collect data for the justification statements that accompany the research outputs, impact case studies, and environment/impact templates, all key requirements for the submission.

• Advise on which data to use to best effect, how to present it succinctly and accurately, and identify opportunities to use other information that could reinforce the submission.

**University and department representation**

• Represent the University in the interactions with external policy making or corporate entities referenced in impact case studies. This element of the role requires wide expertise and professionalism in outlining REF requirements accurately and succinctly, discretion in handling politically or commercially sensitive data, and a high level of communication skills in identifying suitable material for case studies.

• Represent the Department at University-level networks, and disseminate best practice and policy guidance from these meetings.

**Auditble record management**

• Responsibility for creating and maintaining an auditable record of all data used in the submission. This is a complex and substantial undertaking (ca. 70 academic authors, ca. 200 research outputs with justification statements, five to six case studies, plus data for the environment and impact statements, which will total ca. 500 items of auditable data).
• Ensure that every piece of data is underpinned with evidence, organised in a robust structured way such that other staff could find the data and evidence without assistance from the role holder.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

• Education to degree or equivalent level in a subject that demands logical/structured reasoning and English language skills in presenting evidence, arguments and conclusions.
• Postgraduate research qualifications or experience may be useful.
• Ability to manage and prioritise a varied and heavy workload and maintain a proactive approach to the demands of the role.
• Experience of any of the following would be relevant: gathering data, writing reports, conducting structured interviews, compiling evidence, creating marketing materials and preparing for audits. This experience may have been gained while undertaking research or managing/administering research.
• Excellent English comprehension and writing skills for precise and succinct written communications; clarity and efficiency in oral communications. Ability to structure a face-to-face, telephone or email dialogue to drive for clear outcomes.
• Credibility and diplomacy when handling academics and external corporate contacts. Interview and/or consulting skills would be helpful as would teaching/coaching skills for helping academics to understand the REF rules.
• Creativity is required, to construct winning arguments and lines of evidence within the rules given and data available to improve the submission.
• Evidence of basic numerical analysis is required.
• Knowledge of the University’s Elements database would be an advantage.
• Advanced IT skills (Microsoft Office including Word and Excel plus use of web-based applications).

Benefits

This is a part-time position working 60 per cent full-time equivalent (approximately 22 hours per week). There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £29,799-£38,833 per annum (full-time equivalent).

The funds for this post are available for two years in the first instance.

The appointment will be from September 2018 or as soon as possible thereafter.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.
With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the “Apply online” button at the bottom of the relevant job description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.
Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.