

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	REF and Research Culture Manager
<b>Institute/Service:</b>	Research & Knowledge Exchange (RKE) Directorate
<b>Job Grade:</b>	Grade 07 (1.0FTE)
<b>Job Family:</b>	Professional Services
<b>Job Location:</b>	Carlisle or Lancaster
<b>Responsible To:</b>	Head of Research and Knowledge Exchange
<b>Responsible For:</b>	Research and Knowledge Exchange Officer & RKE Administrative Assistant
<b>Role Purpose:</b>	
<p>Reporting to the Head of Research and Knowledge Exchange, the post holder will play a lead role in managing the University of Cumbria's preparations for the next Research Excellence Framework (REF). The role involves coordinating and supporting activities related to research assessment, research impact, researcher development, research culture, and governance.</p> <p>Working closely with the Pro Vice-Chancellor (Research and Knowledge Exchange), Deans, Directors of Research and Knowledge Exchange, Unit of Assessment (UoA) Leads, and other academic and professional services colleagues, the post holder will ensure that the University delivers a high-quality, evidence-based, and strategically aligned REF submission.</p> <p>The post holder will be expected to operate with a high level of autonomy, exercising sound judgement and initiative to manage priorities and resolve complex issues.</p> <p>The main focus of this role will be to:</p> <ol style="list-style-type: none"> <li>1) Be an expert in REF rules, guidance, and requirements, including research outputs, impact, and research environment.</li> <li>2) Provide advice and guidance to senior management, researchers and professional service staff on all REF related matters.</li> <li>3) Provide support and guidance to academic staff in identifying, evidencing and communicating the impact of their research, knowledge exchange, public engagement and policy work to non-academic audiences, and support in drafting the REF impact case studies.</li> <li>4) Enhance the research culture within the university through campaigns, communication, training, and initiatives that foster an inclusive and supportive research environment.</li> <li>5) Coordinate and co-deliver a comprehensive researcher development programme, including managing the HR Excellence in Research award, other concordats and related action plans.</li> <li>6) Manage a team of two staff in the Research Environment Team and work collaboratively with all teams in Research and Knowledge Exchange Directorate to ensure cohesive delivery of services.</li> </ol>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
1.	Manage the planning, coordination, and delivery of the University's REF submission, ensuring compliance with external requirements and internal governance.
2.	Coordinate the review, selection, drafting and quality assurance of research outputs, impact case studies, and environment statements for future REF exercises.
3.	Work with the RKE Systems and Data Manager and RKE Officer to establish processes, procedures and timeframes for mock REF exercises, data collection, peer review, and quality assurance.

4.	Proactively engage with academics and project partners to identify, develop and evidence high impact research and work collaboratively to draft and refine impact case studies for future REF exercises.
5.	Provide guidance on integrating impact planning into research proposals and funding applications.
6.	Identify and address gaps in research culture, particularly in relation to REF, lead on the development and implementation of the University's Research Culture plan to increase the sustainability and vitality of the research environment so that it enables research excellence.
7.	Collaborate with HR and other relevant stakeholders to enhance the recruitment, retention, and development of research-active staff, including the monitoring and delivery of the HR Excellence in Research Award and associated action plan.
8.	Coordinate and contribute to delivery of a researcher development programme to support and enhance research culture and environment, including support for new programmes and harmonising of existing programmes across Graduate School, Learning Teaching and Enhancement, Library Services, Institutes and Human Resources.
9.	Deliver tailored training, briefings, and workshops for academic and professional staff on REF, research impact, open access, and research culture.
10.	Liaise with Marketing and Communications to promote research stories and strengthen the University's public research profile. Contribute to the preparation of internal communications materials on relevant topics, in formats such as emails, webpage content, social media content, and news stories.
11.	Prepare ad hoc and regular management reports and/or presentations to Research & Knowledge Exchange Committee, REF Steering Group and any other committees or groups as required. Act as the Chair and/or secretary to working groups and task and finish groups as and when required.
12.	Represent the University in external REF-related and other networks and working groups.

### **Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

## **Our Values:**

At the University of Cumbria, our values shape the way we work, our culture and environment.

### *We are PERSONAL*

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

### *We are PROGRESSIVE*

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

### *We are ENGAGED*

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

## **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

## **Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

