

SALC Research Coordinator Job Description

General Job Description

- Research Coordinators operate within a departmental structure, working directly with researchers and the Head of Department, to develop an active research culture within the framework of the SALC research strategy.
- Research Coordinators participate in SALC Research Committees, which might also include membership of smaller sub-committees to assess or peer review applications.
- Research Coordinators oversee the annual review of research and the work of the reviewing teams.
- Research Coordinators operate between their departmental researchers and the SALC Research Office: they are the initial contact point for researchers wishing to use Research Office support.
- Research Coordinators normally work with the Head of Department to develop and manage the annual cycle of research seminars hosted by Departments.
- Research Coordinators are responsible, along with the Head of Department, for the internal management of the Institutional Research Leave process (IRL), and act as signatory on both applications and post-leave reports.
- Research Coordinators are normally responsible for developing and managing the REF UoA submission: in larger departments a UoA lead might be appointed later in each REF cycle (see Appendix 1)

Research Coordinators are expected to:

- oversee the development of research planning and research activity across the department in cooperation with the Head of Department, and where appropriate, with the SALC Director of Research.
- encourage all staff to plan their research time and activities, helping them develop ambitious but realisable research activities and outputs.
- be aware of key award schemes and deadlines and advise colleagues accordingly.
- encourage researchers to develop their research careers through engaging with appropriate research activities beyond the university through conference attendance and presentation, editorial advisory or editorial board membership, reviewing for key journals, publishers or grant awarding bodies and so on.
- attend all relevant committees and working groups as required or ensure that they deputise to a colleague as attendance is compulsory.
- provide feedback to Departmental committees and individuals in relation to research in SALC, and pass on departmental concerns about research to the Research Committee.
- be aware of areas of concern where research activity has been prohibited or delayed, or where colleagues may not be planning their research effectively in terms of current funding frameworks, and to advise the Head of Department and SALC Director of Research accordingly and as appropriate.
- manage the planning and delivery of REF submissions as appropriate, and in consultation with the Head of Department, the UoA lead (if different) the SALC Director of Research and the SALC Deputy Director of Research (Impact).

Appendix 1: University of Manchester Job Description

REF Unit of Assessment Lead, Faculty of Humanities Initially until December 2020

Vice Dean for Research

Job Title: Period: Reporting to: Overall Purpose:

To be responsible to the Vice Dean for Research for operating under the University-wide systems and processes in support of research excellence, ensuring that the necessary targets are met and that the relevant data collection towards a high-quality future REF submission takes place. The post-holder must be a senior academic with experience in shaping research strategy. Experience as a REF panel member, advisor or UOA lead would be valuable but is not essential.

Key Responsibilities

- To support the achievement of an improved REF submission for the Faculty and the wider University which includes:
 1. (i) Outputs (journal articles, books, physical artefacts, performances);
 2. (ii) Societal and economic impact of the research; and
 3. (iii) Research environment (research culture, doctoral degree awards, research income and research income in-kind).
- To ensure that mechanisms are in place in the UOA well before REF2021 for the compilation of all REF activity in a manner that optimises the UOAs REF return. This will include coordination and management of the process for internal and external review of outputs, ensuring that all high-quality outputs are identified and considered for inclusion.
- To establish a UOA team, with named individuals responsible for all parts of the submission: outputs, impact and environment (size of team should be appropriate to the size of the UOA).
- To support dissemination of research and facilitate the UOAs links across Faculties/Schools.
- To provide leadership, advice and support within the UOA on all issues relating to research planning, impact, performance metrics and published guidance in relation to the Research Excellence Framework (REF).
- To support the development and implementation of University policies related to REF and coordinate responses to government consultations for REF and assessment when required.
- To support the Faculty in decisions about staff eligibility.
- To coordinate and advise on the production of the best possible impact case studies for each UOA including both the identification of potential case studies, their development and sourcing of appropriate evidence. This will be done in coordination with School Research

Directors, School Academic Impact Leads and with the support and expertise of KE & I Officers and relevant University colleagues.

- To provide detailed feedback and comments on the progress of Unit of Assessment plans and submission from early draft stage to final submission to the Vice Dean for Research.
- To have oversight of the collection and reporting of management information relating to research so as to ensure a smooth transition to final REF submission.
- To maintain and develop professional links with relevant subject-related external policy bodies, government organisations, etc as appropriate.

In undertaking these key responsibilities, the post-holder will be expected:

- To liaise with University officers who hold responsibility for coordinating the University's return, the provision of REF data, maintenance of accurate data for REF, providing HEFCE and University guidance, determination of research strategy. This will include the attendance at any key meetings and training sessions organised by University officers about the REF.
- The University officers with whom the UOA Leads will liaise will include:

Vice-President for Research

Vice-President and Dean of the Faculty Faculty Vice-Dean for Research

Heads of School

University REF Coordinator

Faculty Senior Policy Officer for REF & Impact

- To communicate key REF information to colleagues, including issues from the official HEFCE guidelines. This should include guidance on how the panel will view differing forms of output and author status and the importance of research funding in the specific subject discipline.
- To have a good understanding of the previous REF 2014 return.
- To consult with senior academic colleagues in drafting text for the Unit of Assessment REF

return.

- To devise and execute an action plan consistent with the Code of Practice for communicating to and managing key decisions that may affect REF returnable staff.
- To engage with the University Pure system which will be used to collate and submit the University's REF outputs.
- Following the submission process, to document a description of how the return was determined and undertaken and the factors that influenced it. A copy of this should be forwarded to the Vice-Dean for Research and the University REF coordinator.

Person Specification

The post-holder must be a senior member of the Faculty and possess the following skills, knowledge and qualities:

Knowledge and experience

- Experience of research assessment processes with an understanding of and the ability to analyse and measure research performance.
- Commitment to equality and diversity with the ability to translate that commitment into concrete actions.
- A clear vision of the research goals of the University, Faculty and Schools.
- Understanding of the strategic objectives of the University in participating in REF 2021.
- A successful record of undertaking a major administrative role as an academic.
- A significant research profile at Senior Lecturer, Reader or Professorial level.
- Proven academic leadership and management skills.
- Experience or in-depth knowledge of previous REF exercises, for example, as a panel-member, advisor or UOA lead would be valuable.

Additional Information

The workload will differ depending on the size and nature of the Unit of Assessment. It is expected that REF-related work will typically take up 20-50 per cent of full-time in the year leading up to the deadline for the return and between 5 and 20 percent in other years, depending on the Unit concerned. An assessment will be made of the need at School level and an appropriate allowance will be made in the post-holder's teaching and other administrative duties in accordance with local profiling arrangements. A one-off payment honorarium payment will be made upon submission of the REF return.

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