THE POST

Service:	**Research Division**
Post:	**Performance and REF Co-Ordinator**
Reference No:	**P97244**
Grade:	**E**
Reporting To:	**Performance and REF Manager**

Job Description

Organisational context and reporting line:

The University of Exeter has grown its research activity significantly over the two decades. Since joining the Russell Group of research-intensive universities in 2012, it has made a step change in its research income and earnings performance, research quality, numbers of research students and knowledge exchange activities. The Research Division is a key enabler to the delivery of the University's Strategy 2030, the Research and Impact Strategy, successful REF performances, and meeting research income targets, by:

- supporting the full research project lifecycle from inception to impact; ensuring local delivery of support to academics from horizon scanning through research development, bidding and contracting, research project management & delivery (including financial post-award management) to post-project development and reporting, through our Research Funder Clusters.
- offering research (and education) infrastructure support through our Technical Services Group, our Research Software Engineering Group (co-managed with our Institute for Data Science and Artificial Intelligence), and working closely with other services, including Library and Archive services and Research IT.
- providing overall Professional Services leadership for the Exeter Doctoral College (DC), which is a distributed Service with contributions made from multiple Divisions, supporting our Postgraduate Research (PGR) and Early Career Researcher (ECR) communities and the management of the resources, facilities and spaces required to maintain a high-quality PGR and ECR experience. The DC supports Faculties with the local delivery of PGR and ECR strategy and activities including collaborative partnerships. It is a distributed service, with contributions made from services across the University, e.g. for the functional areas of quality assurance; governance support; and PGR recruitment and admissions.
- delivering joint strategic, policy, performance and planning support to the University, its Faculties and Institutes to build and sustain an excellent research environment for our academics and students, including operating a joint divisional model with Exeter Innovation (EI). EI works across the research and education landscape and supports academic staff with building links with potential non-academic partners, structuring relationships and creating opportunities for collaboration, and seeking regional, national and international funding for knowledge exchange, innovation and industry engagement.

Main purpose of the job:

This post is designed to write processes, procedures and guidance in relation to preparations for the Research Excellence Framework (REF) and to provide project management support for the delivery of our institutional REF submission. The role will be driving forward communications and training in UoA leads and Professional Services Divisions on REF policy, procedures and governance, as well as developing, supporting and maintaining systems and processes for those supporting REF2029 preparations. The other main part of this role will be a project management role, proactively monitoring Research Excellence Framework (REF) project progress and providing operational support for REF preparations.

Main duties and accountabilities

REF Project Management

1. Project manage key stakeholders involvement in the University of Exeter's Research Excellence Framework (REF2029) preparation process to ensure quality and timely delivery.
2. Project manage and monitor implementation of the REF Project Plan, including contribution to the preparation of regular and appropriate reporting to RIECUEB, Senate and Council.
3. Act as institutional contact point for any REF-related systems or modules, ensuring marketing and communications are in place, liaising with system providers and users, collating management information and managing systems improvements.

REF Governance (policy, procedures and processes)

4. Have a major contribution, alongside the REF project team, in relation to REF2029 preparation, to ensure relevant data and documentation is captured, reviewed and validated.
5. Facilitate the engagement and decision-making of Units of Assessment (UoAs) and faculties through the REF planning process, associated tools and analysis of management information.
6. Translate institutional targets for the REF2029 submission into targets for specific UoAs, working with the REF Project Management Team.
7. Support evidence-based resource planning for REF that will support future delivery of the REF submission.
8. Ensure robust processes are in place for REF2029-related information management including the management of REF-related inboxes

REF Communication and training

9. Support the design, co-ordination and delivery of key REF-related meetings, e.g. review panel meetings, support for a REF UoA Leads forum, co-ordination of REF project group and cross-divisional project meetings
10. Deputise where appropriate at University REF planning meetings, ensuring information is shared in an efficient and effective manner.
11. Apply specialist knowledge of REF regulations and requirements, and be a primary point of contact for queries about REF requirements and interpretation and provide appropriate training.

Research and Impact Performance

12. Support the Performance and REF Manager with operational activities relating to:
    a. Institutional grant performance and benchmarking analyses
    b. Understanding and enhancing the quality of research outputs
    c. Scenario planning and modelling research related projections
    d. Research Fish communications

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Qualifications	• Educated to at least first degree level or equivalent	• Membership of relevant professional association • Prince2 or other project qualification
Experience	• Experience of using a diverse range of databases/systems, including sharepoint. • Previous experience or understanding of planning processes.	• Experience of working in Higher Education • Experience of working in a research support role

	• Experience of providing regular briefings and reports to management, including the production of accurate and timely planning and other information. • Project management experience with a proven track record of managing complex projects across a diverse project team • Experience in working independently with limited supervision, including experience in prioritising and working under pressure.	• Experience as a research administrator, project officer or similar • Well networked in their area of expertise • Proven experience in consultation and negotiation •
Skills and Knowledge	• Knowledge of the Research Excellence Framework. • Well-developed analytical and problem-solving capabilities, able to interpret complex documentation and sets of data and to draw correlations and conclusions accordingly and advise on their impact effectively and appropriately. • Ability to maintain accurate records, manage information distribution and collate information and data quickly and clearly • Excellent written and oral communication skills , including ability to explain complex data in non-technical language • High level of current and relevant IT skills, including Excel and document archival skills •	• Understanding of national research landscape and of research information systems (e.g. Symplectic, Pure)
Attitude/ Competencies	Able to • Work within a matrix environment • Work effectively as part of a team • Demonstrate a proactive, pragmatic, positive approach to problem-solving, suggesting workable solutions and alternatives • Build effective relationships with proven track record in analysing data, providing management reports and the ability to work effectively to tight deadlines • Communicate, at all levels with a clear and concise style, creating professional relationships with researchers, administrators and senior staff in the University. • Demonstrate meticulous attention to detail, be highly organised and capable of administering a diverse client and project portfolio effectively. • Show initiative and offer a flexible and adaptable approach to working in a changing environment with a pro-active 'can-do' attitude with a willingness to take on new tasks and projects. • Show a proven ability to embrace and champion change.	• Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a HE context • Knowledge of Open Access and Responsible Metrics policies

	• Demonstrate discretion and an understanding of confidentiality issues	

Terms & Conditions
Our Terms and Conditions of Employment can be viewed here.

Further Information
Please see our website for further information on working at the University of Exeter.