



The  
University  
Of  
Sheffield.

About  
The  
Job.

## Management School

### Faculty of Social Sciences

#### REF Impact Evaluation Officer (Fixed-Term)

##### Overview

The Management School at the University of Sheffield has won the coveted status of Triple Crown by achieving awards from the three largest and most influential business school accreditation associations (AACSB, AMBA and EQUIS). The School therefore joins the top one per cent of centres across the world – 57 globally and 14 in the UK – to be awarded accreditation by the AACSB, AMBA and EQUIS.

We are looking for a REF Impact Evaluation Officer to join the Research Office. The post holder will primarily collect evidence on existing non-academic impact activities and pro-actively seek to construct additional non-academic impact for our selected case studies.

The post-holder will have excellent interpersonal and organisational skills, have previous experience, have a flexible approach to work and be able to work as part of a team.

More information about the Management School and its activities can be found on the web pages at <http://www.shef.ac.uk/management>.

#### JOB DESCRIPTION

##### Main Duties and Responsibilities

Reporting to the Research Manger the post-holder will:

- Contribute to and support the effective delivery of the School's Impact strategy for REF;
- Contribute to and ensure the completion of a portfolio of Impact Case Studies by:
  - Liaising closely with different academic staff members about their specific areas of research
  - Supporting the development of methods and approach for capturing impact
  - Gathering evidence to support the Impact Case Studies
  - Conducting empirical research to evaluate the impact of previous research initiatives
  - Proactively engaging with a variety of non-academic audiences (industry, public and government agencies etc)
  - Working with academic colleagues to analyse and write-up the impact evidence data collected

- Support the Research Manager and Associate Dean for Research with both internal and external REF data collection and analysis activities
- Support the Research Manager with the implementation of associated REF projects
- May be required to travel
- Any other duties commensurate with the grade of the post

## PERSON SPECIFICATION

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and experience</b>			
1.	Good first degree (or equivalent experience).	X	
2.	Demonstrate understanding of research, research dissemination/impact and the REF process.		X
3.	Experience of working in a similar role in the Higher Education sector.		X
4.	Experience of external engagement/engagement with business and non-academic stakeholders	X	
5.	Experience of developing, designing and carrying out research/evaluation activities		X
6.	PhD in a relevant discipline		X
7.	Excellent IT skills including a working knowledge of Microsoft Office.	X	
8.	Previous experience of the University's in-house computer systems.		X
<b>Communication skills</b>			
9.	Excellent communication skills, both written and verbal, to explain/present complex information to a range of audiences both in print and in person.	X	
10.	Excellent customer service skills, with experience of responding efficiently and effectively to phone and email enquiries.	X	
11.	Excellent interpersonal skills, with experience of communicating with a diverse range of people.	X	
<b>Team working</b>			
12.	Experience of working effectively as part of a team and independently.	X	
13.	Skilled at gathering required updates from colleagues both within and beyond the team to ensure projects are effectively tracked and managed.	X	
<b>Problem solving and decision making</b>			
14.	Ability to analyse and solve problems with an appreciation of longer-term implications.	X	
15.	Ability to use initiative to find creative solutions to varying demands.	X	
<b>Personal effectiveness</b>			
16.	Willingness and ability to adapt own skills to new circumstances.	X	
17.	Excellent organisation and time management skills to prioritise own workload and others.	X	
18.	To work accurately to tight deadlines with minimal supervision.	X	
19.	Flexibility in approaching tasks.	X	
20.	Highly motivated and able to work in a professional manner.	X	
21.	Experience of developing and maintaining a network of contacts through own work area.	X	

## Further Information

This post is full-time until **31 October 2013**

This role has been identified as a full-time post, but we are committed to exploring flexible working opportunities with our staff which benefit both the individual and the University. Therefore, we would consider flexible delivery of the role subject to meeting the business needs of the post. See [www.sheffield.ac.uk/hr/wellbeing/info/wlb.html](http://www.sheffield.ac.uk/hr/wellbeing/info/wlb.html) for more information.

**Terms and conditions of employment:** will be those for Grade 7 staff.

Salary for this grade: £28,401- £35,938 per annum.

More details on salaries, terms and conditions and our wide range of benefits for staff are available at [www.sheffield.ac.uk/jobs/salaries.html](http://www.sheffield.ac.uk/jobs/salaries.html)

**Closing date:**

**Informal enquiries:**

For all on-line application system queries and support, contact: [e-Recruitment@sheffield.ac.uk](mailto:e-Recruitment@sheffield.ac.uk) .

For informal enquiries about this job and department, contact Stewart Holdsworth on [s.holdsworth@sheffield.ac.uk](mailto:s.holdsworth@sheffield.ac.uk) or 0114 222 3215.

## Selection Action – next steps

Following the closing date, you will be informed by email whether or not you have been shortlisted to be invited to participate in the next stage of the selection process. Please note that due to the large number of applications that we receive, it may take up to two working weeks following the closing date before the recruiting department will be able to contact you.

It is anticipated that interviews and other selection action will be held on Tuesday 31 July 2012. Full details will be provided to invited candidates.

**The University of Sheffield is committed to achieving excellence through inclusion**

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[www.sheffield.ac.uk/hr/equality/support/twoticks/](http://www.sheffield.ac.uk/hr/equality/support/twoticks/)

