

## Job Description

**Job Title:** Research Support Officer (Impact)  
**Department:** Guildhall School - Research  
**Grade:** D  
**Location:** Guildhall School of Music & Drama  
**Responsible to:** Senior Research Manager  
**Responsible for:** Casual and temporary staff as appropriate

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

### Purpose of Post

To assist the Senior Research Manager and the Head of Research in the delivery of the Research strategy's impact objectives and the development of the research culture at the Guildhall School.

To support the Senior Research Manager in the development of impact case studies for Research Excellence Framework (REF) 2028 and to ensure impact capture activities are appropriate, effective, and adopted.

Under strategic direction from the Head of Research, and with operational guidance from the Senior Research Manager, to take a major role in the project management and co-ordination of the School's impact submission to the Research Excellence Framework (REF) and to lead on all the administrative impact processes, being able to utilise knowledge and experience of impact capture processes, REF requirements and best practice in the sector.

### Main Duties & Responsibilities

1. To support the Head of Research in actively fostering the consolidation and further development of a strong portfolio of impact case studies in the context of strategic preparation for the next REF submission.
2. To contribute ideas for strategies and initiatives, and support the Head of Research in their development and implementation, to consolidate and embed impact generation across a wide range of research activities. To lead on elements of strategies and initiatives and their implementation.
3. To identify opportunities for impact and advise and support staff (many of whom are part-time, with busy international careers) in developing them.

4. To support the development of impact generating activities from concept to measurable effect:
  - a) To identify research and creative practice with strong impact potential, i.e which will benefit those beyond the institution (in the 'real world')
  - b) To support researchers to identify pathways to impact and appropriate translational and dissemination activities.
  - c) To work with researchers to design and embed appropriate impact capture mechanisms (for example, surveys, testimonials, and data such as increases in revenue)
  - d) To coordinate activities and take an active role when required, for example coordinating events with policy makers.
5. To oversee impact documentation and administration:
  - a) To ensure compliance with Research Excellence Framework (REF) guidelines (providing appropriate information and advice to the researcher);
  - b) To maintain a central repository of all information underpinning impact case studies in Pure, the School's Research Information Management System. This will extend to metrics measuring the wider contribution of research to society and the economy, when Research England publish requirements for the Engagement and Impact structured statement.
  - c) To provide administrative and advisory support to case study leads as required, working closely with the Guildhall Innovation team and Marketing department.
  - d) To provide reports for internal and external parties as required.
6. To support the Senior Research Manager in the co-ordination of the School submission to the national research assessment exercise, the Research Excellence Framework (REF):
  - a) To develop and implement processes and procedures that align with national policy and internal needs.
  - b) To manage the collation of data for the submission, ensuring accurate and complete records that are transparent and auditable.
7. To manage internal research impact processes, supporting individuals to ensure effective project completion.
8. To support the implementation of Pure, including the verification of data and support for researchers in uploading content.
9. To support the Senior Research Manager in the development of research-related policies and procedures that ensure effective research development and meet national and international standards. To support effective research ethics policies and procedures.
10. To perform such other duties consistent with the postholder's skills and experience that may reasonably be requested as directed by the Head of Research or Senior Research Manager.
11. To comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.



12. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
13. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
13. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested appropriate to the grade
16. [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

# Person Specification

**Job Title: Research Support Officer (Impact)**

**Department: Guildhall School - Research**

**Grade: D**

**Trent Position number:**

**DBS Criterion: No DBS**

**Security Vetting Criterion:** No security vetting is required

**Politically Restricted Post Criterion:** This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (**A**), interview (**I**) or test (**T**) as indicated below.

## Professional Qualifications / Relevant Education & Training

***[Please ensure only relevant qualifications are listed for the post being advertised] e.g. Must be qualified as a Chartered Member of the CIPD or be able to demonstrate a level of knowledge at this level - (A,I etc)***

1. Educated to degree level or equivalent professional qualification (A)

## Experience Required

1. Significant administrative experience advising on policies, procedures and processes in a research organisation in Higher Education (HE) or a similar environment (A,I)
2. Experience of research impact generation and capture, preferably within the HE sector (A,I)
3. Experience of writing project reports and summaries (A,T)
4. Experience of developing internal policies/process guides in respect of institutional research (A)
5. Experience of coordinating and advising on complex administrative processes (A)
6. Experience of supporting senior staff/teams (A)
7. A track record of successfully supporting excellent REF impact case studies (A,I)
8. Experience of working in collaboration with researchers, stakeholders and end users (A,I)

## Technical Skills & Knowledge

1. A very good understanding of the Higher Education (HE) sector and research environment. (A,I)
2. Very good knowledge of impact and related areas (e.g. Public Engagement, Knowledge Exchange) within HE sector (I)
3. Very good understanding of Research Excellence Framework (REF) requirements and related processes (I)
4. Ability to contribute to the development of strategies and initiatives to develop impact case studies and a broader engagement and impact agenda. (A,I)
5. Strong planning, organisational and administrative skills with ability to deliver multiple projects in a HE setting in a timely and efficient manner (A,I)

6. Excellent written communication skills e.g. ability to write impact case studies, draft policies (T)
7. Ability to communicate effectively with different client groups, such as researchers, end users and external contacts/collaborators and provide detailed advice. (I)
8. Eye for detail and meticulous handling of bibliographical and other data (A,I)
9. Excellent IT skills including proficient use of the Microsoft office suite (above all Word and Excel), databases, external funding application systems e.g. J-es, etc. (A,T)

**Other Relevant Information**  
**(e.g. working hours if applicable)**

1. Willingness to work out of office hours to meet needs of business (I)
2. Experience of project design and management is desirable (I)
3. Experience with Pure is desirable (A)

**Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £44,110 - £54,054 per annum including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

The position is offered on 12-month fixed term basis.

### **Hours of Work**

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave,



sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Three months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.