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MEDICAL SCIENCES DIVISION

Summary

Job title	REF Impact Officer
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	John Radcliffe Hospital, Level 3, Oxford, OX3 9DU.
Grade and salary	Grade 8, £48,235 - £57,255 p.a. (pro rata for part-time)
Hours	Full time 37.5 hours per week (0.8 FTE will be considered) Minimum of one day per week in the office.
Contract type	Fixed-term to February 2029
Reporting to	Research Evaluation Manager
Vacancy reference	178891
Additional information	*Fixed term contract project-based work.*

The Role

The Medical Sciences Division is the largest academic division of the University of Oxford and an internationally recognised centre of excellence for biomedical and clinical research and teaching. This newly created role will support the division's REF2029 submission and offers a dynamic and varied opportunity for the post-holder. They will engage with a stimulating range of world-leading research projects and teams, covering topics from vaccine development to cutting-edge cancer therapies and to the latest advances in neuroscience.

The REF Impact Officer is a research impact expert working within the division, playing a crucial role in supporting the engagement and impact requirements for the REF 2029. Working closely with the Research Evaluation Manager and colleagues across departments, the post-holder will take the lead in preparing, coordinating, and delivering a portfolio of high-quality impact case studies (c.47) and narrative statements (4) for the Main Panel A REF submission.

The post-holder will be responsible for understanding and implementation of REF policy and regulations related to impact, providing expert advice, guidance, and support to academic leaders and researchers. They will work closely with researchers to identify, develop and articulate their research impact within the REF framework.

Responsibilities

Expertise in REF 2029 Engagement and Impact

1. Serve as an expert on REF 2029 Engagement and Impact guidance, be an authoritative source of information and highly trusted source of advice for both academic and professional staff.
2. Produce and deliver briefings (verbal and written) for, and liaise closely with, senior academic and professional staff to translate complex information into clear, practical guidance.
3. Support impact-related initiatives by sharing REF insights, identifying and disseminating good practices, and advising colleagues on activities with potential for REF impact case studies.

Writing and Impact Case Study Development

4. Collaborate with departments, research and Unit of Assessment (UOA) teams to develop the Engagement and Impact element of the REF submission for Main Panel A.
5. Lead the drafting of impact case studies and statements for the Main Panel A submission, working closely with research teams and departments and help sourcing corroborating evidence when needed.

Coordination, Monitoring and Evaluation

6. Manage the impact case study submission for Main Panel A by establishing and implementing processes for identifying and developing impact case studies.
7. Work with UOA teams to coordinate a process of peer review, assessing the quality and potential of potential impact case studies.
8. Track, monitor and report on the progress of impact case studies across the Main Panel A submission, maintaining an in-depth understanding of strengths, weaknesses and overall portfolio development.

Representation and Strategic Contribution

9. Represent the division in sector-wide consultations and discussions on research impact.
10. Contribute to divisional strategy development as appropriate.

Other

11. As directed by the Research Evaluation Manager, undertake other tasks, projects and activities within the Divisional Team, to help deliver divisional research strategy and projects.

Selection Criteria

Essential Selection Criteria

- Educated to degree level or equivalent experience.
- Excellent understanding of and experience working in the UK HEI landscape in an impact capacity.
- Ability to craft compiling narratives tailored to the research with a REF audience in mind.
- Confident and effective communicator with excellent written and verbal skills, able to convey complex information clearly and professionally to diverse audiences.
- Good knowledge of methodologies for developing and maximising research impact
- Experience of providing specialist advice and guidance to a range of stakeholders.

- Strong interpersonal skills, with a demonstrated ability to build and maintain effective working relationships with stakeholders at all levels.
- Excellent organisational skills, with the ability to prioritise tasks and deliver high-quality work to tight deadlines.
- Proficient IT skills
- Self-motivated team player, capable of working independently and collaboratively in a close-knit team.
- Experience handling confidential matters with tact and discretion.

Desirable criteria

- Experience of supporting REF Impact Case Studies
- Experience of working with medical sciences researchers
- Good understanding of the knowledge exchange landscape
- Experience of participating in internal or external networks to share and discuss good practice, develop strong and productive working relationships and positively contribute to University's reputation.

Pre-Employment Screening

Standard Checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

The Medical Sciences Division (MSD)

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and is the largest of the four academic divisions within the University of Oxford. We are a thriving, multidisciplinary community of over 9000 academics, staff, students and clinicians, all of whom contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division comprises the Divisional Office, the School of Medicine and Biomedical Sciences and our 16 academic departments and their constituent units, institutes and centres, located across multiple sites in Oxford (the Science Area and Radcliffe Observatory Quarter, Old Road campus and hospital sites in Headington), and clinical research units in Africa and Asia.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. Our partnerships with the local NHS Trusts promotes cohesiveness and responsiveness at the interfaces between our mutual teaching, training, research and clinical activities, and enables patients to benefit from close links between medical research and healthcare delivery.

We have been ranked number one for the past 14 years in the Times Higher Education Subject Rankings for clinical, pre-clinical and health sciences.

For more information please visit: www.medsci.ox.ac.uk

The Medical Sciences Divisional Office (MSDO)

The Divisional Office, led by Chris Price, the Divisional Registrar and Chief Operating Officer, provides administrative support for the governance of the Division. It is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Most of our staff are based in the Divisional Office at the John Radcliffe Hospital, and some teams are housed in Old Road Campus and the Science Area.

For more information, please see https://www.medsci.ox.ac.uk/the-divisional-office

The University of Oxford is a member of the Athena SWAN Charter and holds an institutional Bronze Athena SWAN award. Most departments within the Medical Sciences Division hold Silver Athena SWAN awards.

How To Apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide details of two / three referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience.

This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for Priority Candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If You Need Help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly divoff.jobs@medsci.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at:
https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's Policy on Retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of Opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability,

gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society