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| Last updated: | Sept 2023 |

**JOB DESCRIPTION**

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| Post title: | **Head of Research Information and Systems** | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Career pathway: | MSA | Level: | 6 |
| Posts responsible to: | Director Research Strategy and Funding | | |
| Posts responsible for: | Research Information and Systems Manager (Level 5)  Impact Framework Manager (Level 5)  2 Research Information System Specialists (Level 4)  2 Management Information Officers (Level 4)  2 Communications Officer (Level 4)  Systems Support Officer | | |
| Post base: | Office-based | | |

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| Job purpose |
| Responsible for providing accurate and timely information in a dynamic form that will support the actions of the Vice President Research & Enterprise and the Deans to improve the University’s research performance. The work covers all aspects of the University’s research – bibliometrics, financial performance, societal and economic impact, support for internal strategic reviews, and the submission of external performance reviews and statutory returns (e.g. HEBCIS).  Within RIS, act as the lead in the following areas: information systems and analytical tools for research and enterprise; strategy to embed impact across the University; information and communications strategy; analysis and dissemination of REF 2021 results, and preparations for REF 2028.  Provide core input to: the development and implementation of the University’s Research, and Knowledge Exchange & Enterprise Strategic Plans, develop process and report on delivery of relevant strategic plans ; and to increasing University income through participation in large, complex, often innovative projects and partnerships, effectively managing the associated risks.  Lead, motivate and manage a team of highly-skilled professionals to source and deliver data driven intelligence on the University’s performance and its major comparators in the sector, and to communicate RIS activities effectively within the University and externally where appropriate. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Strategic Performance**   * Advise and influence the Vice President Research & Enterprise and Deans in monitoring the research and enterprise objectives of the relevant University Strategic Plans. Drive and lead projects for the improvement of the University’s research performance. * Working with senior academic colleagues, provide the Professional Services lead for developing and implementing a strategy to embed impact across the University, including impact case study development and evidencing. * Working closely with stakeholders and iSolutions, operate and maintain effective research information systems and analytical tools to support the improvement of research performance across the University. * Following agreement with relevant stakeholders, develop and maintain reporting frameworks which capture at individual and group level the full spectrum of the University’s research performance, and ensure the regular and timely production of research reports. * Working with Deans, Associate Deans, Heads of Faculty Finance, and the Head of Planning to ensure the relevance of research information to Faculty planning and staff performance management. * Maintain an excellent understanding of government plans for the next research assessment exercise (REF 2028) and advise VP Research & Enterprise, REEG, and Deans as appropriate. * Provide a professional interface with Research England on all matters concerning the University’s future REF submissions. * Manage the information and communications strategy for RIS. | 45% |
|  | **Complex Matters**   * Apply deep knowledge and understanding of higher education research funding to identify opportunities for improving the profile of the University with its major funders. This will include benchmarking analyses to identify strengths and waeknessses and managing communications with funders on the impact of funded research. Influence, encourage and facilitate interactions between key stakeholders. * Manage a portfolio of complex projects prioritised by potential impact including enabling new developments from major funders in response to government initiatives, e.g. Researchfish, Joint Electronic Submission (Je-S) system replacement and future research assessment exercises. | 30% |
|  | **Team Management**   * Develop and drive the delivery of a biannual plan to provide appropriate services to Academic Groups and Faculty staff relevant to their requirements. This will include policy setting, information to enable strategic relations, and advice on research performance. * Manage and develop the capability of the Research Information and Systems team, motivating and mentoring staff to meet the University’s strategic aims within budgetary parameters. Provide leadership and direction to the team – setting objectives, ensuring staff are properly trained, equipped and motivated to perform their duties, and monitoring performance. Actively manage the portfolio of projects, resolving any conflicting priorities and potential overlap or gap in provision. * Actively participate in the overall management and direction of RIS through proactive membership of the Core Team. Participate in and/or advise University Senior Management, committees, task forces and similar. Define and manage budgets to ensure delivery of objectives within budget and assist the Director in resources and budget planning and preparation. Act as a mentor/coach to colleagues to ensure they are given the opportunity to maximise their professional potential. | 20% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships (including nature and purpose of relationships) |
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| * VP R+E, Deans and Associate Deans Research & Enterprise for strategic inputs and consistency of policy on research performance and supporting systems. * Academics to advise on complex projects that provide increasing interactions with business and others. * Senior Staff in Professional Services. * Senior Managers in external funders relevant to Faculties, to inform and influence future research performance. * Professional advisers in specialist areas to assist in opportunity evaluation. * Director and RIS staff, to ensure cohesive service delivery to customers. * REF/research assessment team at Research England, counterparts at comparator institutions, and key research funding bodies and organisations collecting data on research performance. |
| Special Requirements |
| * Extensive knowledge of the UK research assessment framework exercises. * Knowledge and understanding of concepts of analysing research performance within and across higher education institutions. * Experience of developing and implementing strategy at institutional level. * Travel to attend meetings (primarily UK, some overseas) * Willingness to work non-standard hours as reasonably required to fulfil role (e.g. out of hours meetings offsite, conference calls with overseas partners) |

**PERSON SPECIFICATION**

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| Essential Criteria | How to be assessed |
| **Qualifications, knowledge & experience**   * Skill level equivalent to achievement of a professional qualification (such as a legal qualification) or postgraduate degree in a relevant discipline (i.e. MBA) or equivalent experience.Proven leadership experience of managing significant change * Knowledge of higher education sector in particular research administration * Extensive knowledge of research assessment exercises and frameworks with ability to develop insights into future REF-style assessment. * Knowledge and understanding of concepts of analysing research performance between disciplines (for example, development and use of bibliometric indicators | Application form  Application form  Application form and interview  Application form and interview |
| **Expected Behaviours**   * Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role. * As a Line Manager role model the Southampton Behaviours and work with the management team to embed them as a way of working within the department. |  |
| **Planning & organising**   * Able to project managet and coordinate a number of players and simultaneous projects in sometimes complex relationships and to multiple deadlines - involving negotiations in an international context * Able to take strategic view in a fast-moving and dynamic environment * Able to lead projects, driving activity to completion while managing detail | Application form and interview |
| **Problem solving & initiative**   * Able to provide thought-leadership and strategic direction for area of responsibility taking a University-wide perspective informed by a changing external environment. * Able to identify and manage key issues on a critical path in very complex, multi-partner projects of strategic importance to the University * Must be self-sufficient, capable of setting own work strategies and of working with minimal guidance, actively seeking information from internal or external sources as required. * Able to approach intractable institution wide issues and develop new concepts and approaches to solve problems * Substantial analytical skills at a high level * Numerically proficient | Application form and interview |
| **Management & teamwork**   * Able to manage team dynamics, ensuring any potential for conflict is managed effectively * Able to formulate development plans for own team to meet current and future skill needs * Able to provide expert guidance and advice to colleagues to resolve complex problems | Application form and interview |
| **Communicating & influencing**   * Excellent inter-personal skills with a wide range of people of different backgrounds, from within and outside the university * Able to persuade and influence in order to foster and maintain positive and fruitful relationships * Excellent written, presentation and verbal skills, with ability to communicate at a variety of levels up to and including board level in major companies. * Able to contribute to University Committees, working groups and projects on behalf of the Faculties and the University | Application form, interview and presentation |
| **Other skills & behaviours**   * Able to adapt quickly in a rapidly changing environment |  |
| **Special requirements** |  |

**JOB HAZARD ANALYSIS**

**OFFICE-BASED POST**

If this post is an office-based job with routine office hazards (eg: use of VDU) no further information needs to be supplied.

**NON-OFFICE BASED POST**

If this post has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.

## - HR will send a full PEHQ to all applicants for this position.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
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| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |