

## Research Environment & REF Officer

<b>Job Reference:</b>	Research Environment & REF Officer
<b>Department:</b>	Research and Knowledge Exchange
<b>Grade/ Salary:</b>	Grade 6, £38,555 - £41,688
<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full time
<b>Location:</b>	New Cross, London

### Goldsmiths

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At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. As a leading arts, humanities and social sciences university, Goldsmiths produces the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Through our strong track-record of developing effective and innovative collaborations with business and other non-academic actors, we also contribute substantially to local, national and international growth, development and well-being.

We are looking for inspiring, dedicated and talented people to help build on our reputation as a research-leading university and a leader in knowledge exchange while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact [hr@gold.ac.uk](mailto:hr@gold.ac.uk) to make your request.

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Passionate about advancing equality  
and celebrating diversity.  
Together, we are different



Together  
we are different

## **Department of Research and Knowledge Exchange**

The Department delivers the University's Research, Innovation and Knowledge Exchange Strategy. The Provost and Deputy Vice Chancellor, Research and Knowledge Exchange, provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Provost and Deputy Vice Chancellor. The Department as a whole supports: the development of research and knowledge exchange bids; post award management (including statutory reporting); the university's compliance with codes of conduct, ethics and other regulatory requirements; the University's REF submission; researcher development and culture; business enterprise and knowledge exchange; and civic and public engagement.

### **About this role**

Reporting to: Researcher Development Officer, with a dotted line to Head of REF Operations

**Summary:** The Research Environment & REF Officer will support the University's research culture initiatives and will provide operational support to the delivery of REF planning, preparations and analysis. The role holder will play an essential role in REF preparations, providing first-line support to colleagues involved in REF and contributing to the delivery of the optimum REF outcomes for Goldsmiths. This will involve working across professional service teams to coordinate a shared approach to REF preparations and reporting, supporting events and workshops, and servicing a REF Strategy Group and panels. The role holder will also make a key contribution to the development and maintenance of a thriving, dynamic and inclusive research culture across the University, ensuring effective tracking and reporting mechanisms are in place to evidence improvements and refine research environment policies.

### **Main duties:**

1. To develop and support research culture initiatives across the University, including the Early Career Researcher Network, collaboration and research sharing events, and the development of relevant resources, reports and policies.
2. To support with the University's research environment and research culture reporting commitments, such as the HR Excellence in Research Award (HREiRA) and the Coalition for Advancing Research Assessment (CoARA).
3. To support the Head of REF Operations and other senior staff involved with REF in the delivery of the REF strategy, plans and processes.
4. To support the review and measurement of a wide range of research environment and culture initiatives, with a particular focus on effective tracking and reporting mechanisms of key data sources for the REF submission, liaising with colleagues within HR (particularly HR Data and Systems), Strategic Planning and the Library to troubleshoot any issues.
5. To work with colleagues in the Library on the collection, assessment and recording of reviews of all sections of the REF submission, together with the production of reports to REF committees and groups on progress and outcomes.

6. To provide operational support with all aspects of the institution's REF preparations and act as the first point of contact for REF queries, maintaining up-to-date information on the department's SharePoint folders.
7. To organise workshops and events related to REF and the University's researcher development programme, contributing to delivery as appropriate.
8. To service relevant committees and meetings, including the production of agenda, reports, minutes and follow-up actions, as required.
9. To work effectively as part of a wider team, providing support to other colleagues as appropriate at certain 'pinchpoints', building and sustaining strong and positive working relationships with stakeholders.
10. To draft reports, analysis and other content for internal and external audiences.
11. To undertake any other tasks that may reasonably be required from time to time.

**These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.**

### Person Specification

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Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best fit with these criteria.

The Essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application that you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

**A = Application form**      **C = Certificate**  
**I = Interview**            **R = Reference**  
**T = Test / P = Presentation**

	<b>Category</b>
<b>Essential Criteria 1 - Qualifications</b>	
Educated to a degree level or equivalent	A, C, I
<b>Essential Criteria 2 - Experience</b>	
Experience of working in a busy office environment with competing priorities	A, I, R, T
Experience of working in higher education	A, I, R
Experience of working collaboratively with other teams and departments for the benefit of the wider organisation	A, I, R
<b>Desirable Criteria 3 – Knowledge</b>	
Knowledge of UK research policy and research culture initiatives	A, I, R
<b>Essential Criteria 4 - Skills</b>	

Good communication (written and verbal) and interpersonal skills	A, I, R
Computer literate, including competency in desktop applications including Microsoft Word, Excel, Outlook, MS Teams, as well as ability to use spreadsheets	A, I, R
Problem solving skills	A, I, R
Good analytical and financial skills	A, I, R, T
A flexible approach to carrying out day-to-day duties, ability to prioritise effectively a varied workload and meet demanding deadlines	A, I, R
Attention to detail and accuracy	A, I, R
<b>Essential Criteria 5 - Additional Attributes</b>	
A pro-active, collaborative, customer-orientated approach, and dedication to providing high-quality service	A, I, R
An enthusiastic, self-motivated individual, able to work effectively with internal and external stakeholders at various levels of seniority	A, I, R

**Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of the appointment.**

For more information about the role, please contact Jennie San at [j.san@gold.ac.uk](mailto:j.san@gold.ac.uk)

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