



# Head of Research Policy and Information

Unit	Research Policy & Information Team		
Directorate	Research And Knowledge Exchange Services ( <a href="http://www.strath.ac.uk/rkes/">www.strath.ac.uk/rkes/</a> )		
Staff Category	Administrative and Professional	Reference No	630462
Reports To	Assistant Director, RKES	Grade	9
Salary Range	£57,696 - £64,914	Contract Type	Open Contract
FTE	1.0 (35 hours/week)	Closing Date	03/09/2024
Holidays	31 days + 11 statutory days Option to purchase additional holidays.	On Site Facilities	Car parking, sports centre, catering.
Pensions	Contributory pension scheme available to all staff including generous employer contribution.		
Training	Professional Development with <a href="#">Organisational and Staff Development Unit</a> (OSDU) plus external training if required.		
Family Friendly Benefits	Generous parental leave provision, on-campus nursery and options for flexible working.		
Health and Wellbeing	University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies.		

## Job Advert

This is an exciting opportunity to lead the Research Policy and Information (RPI) Team, a key strategic team within the University's central research office, Research and Knowledge Exchange Services (RKES). The core focus of the RPI Team is to support good research practice, enable informed decision-making and coordinate external submissions (including the Research Excellence Framework) through provision of a clear research policy framework, related guidance and support, committee management, data analysis and reporting, and systems management and development. RKES provides a range of other professional services including: contractual agreements, research funding, international research partnerships, impact funding, public engagement, network development, etc.

The University of Strathclyde is a leading international technological and socially progressive university, inspired by our founding mission to be a "place of useful learning" and characterised by leading research and business partnerships that meet global challenges. This role will join RKES when the University has just launched our next Strategy (Strathclyde 2030). In particular, the Head of Research Policy and Information will manage our approaches to research assessment through: engagement with the Coalition for Advancing Research Assessment (CoARA), including action plan implementation and contributions to the UK National Chapter; delivery of the annual Research Quality Review process; and institutional management of Research Excellence Framework preparations.

## Job Description

The Head of Research Policy and Information will have significant experience of leading research policy and strategy and will be a strategic thinker with excellent analytical skills and the ability to communicate confidently and persuasively to a range of audiences in relation to promoting the research agenda.

## Main Activities/Responsibilities of the Research Policy and Information Team:

1.	<p>Monitoring and engaging with the development of UK and international research policy including:</p> <ul style="list-style-type: none"> <li>- Gathering intelligence on research policy issues including participation in relevant sectoral events, discussion groups etc, including Funding Council and research funder strategies and policies; reporting to the Associate Principal, Deputy Associate Principals, Faculties, strategic (research) committees, etc.</li> <li>- Managing University responses to research-related consultations and advising Associate Principal and Deputy Associate Principals on pro-active opportunities for lobbying through consultation responses.</li> <li>- Providing intellectual inputs in support of the University's Research and Knowledge Exchange Committee (RKEC) for all aspects of research governance including keeping up with policy at UK level and identification of any compliance issues.</li> <li>- Analysing trends in research policy, including future intentions.</li> <li>- Liaison with other RKES Teams and the rest of the University to track, respond and disseminate developments in research policy.</li> </ul>
2.	<p>Managing the University's Research Policy function including:</p> <ul style="list-style-type: none"> <li>- Advising Associate Principal, Deputy Associate Principals, RKEC and Faculties about research policy issues and appropriate university arrangements.</li> <li>- Developing, maintaining policies, guidance and processes including the Research Code of Practice, Research Governance, Ethics and Integrity, etc.</li> <li>- Key contributions to the development of the University's approach to creating a positive research culture.</li> <li>- Liaison with RKES's Director and Assistant Director, and Committee convenors in agenda setting. Providing an intellectual input including preparation of papers and recommendations which the postholder will be expected to write.</li> </ul>
3.	<p>Leading work in support of recording, monitoring reporting and assessing Research Performance:</p> <ul style="list-style-type: none"> <li>- Provide strategic leadership on the ongoing development, promotion, and operation of the University's research information system, Pure.</li> <li>- Planning and implementing annual research quality exercises.</li> <li>- Analysing trends and benchmarking Strathclyde research activities.</li> <li>- Producing recommendations based on the above and suggesting recommendations to RKES's Director and Assistant Director, Associate Principal, Deputy Associate Principals, research committees etc. as appropriate.</li> </ul>
4.	<p>Professional service lead for Strathclyde's Research Excellence Framework submissions including:</p> <ul style="list-style-type: none"> <li>- Liaison with Associate Principal, Deputy Associate Principals, RKES senior management, Faculties, Information Services and others to ensure that REF-relevant information systems are specified and implemented over appropriate timescales.</li> <li>- Gathering information from internal and external sources and analysing trends of Strathclyde's research performance in context of REF-relevant metrics, compared to key competitors and benchmarks.</li> <li>- Developing and implementing modelling capability to determine/maximise REF's financial impact.</li> <li>- Advising Associate Principal, Deputy Associate Principals, RKEC, Faculties, Unit of Assessment Co-ordinators as to strategies, tactics, etc. to maximise positive REF outcomes.</li> <li>- Devising (in close consultation with senior RKES colleagues and Associate Principal, Deputy Associate Principals) and executing the internal REF stakeholder engagement and communication plan.</li> <li>- Addressing any training requirements in relation to REF submission preparation.</li> <li>- Liaising with Research Quality/Unit of Assessment Leads and others on behalf of RKEC to ensure that the internal process and timetable for REF submissions are implemented and adhered to.</li> <li>- Devising, implementing and monitoring the University's internal processes and timetable for REF submissions, including organising and servicing relevant meetings and events.</li> <li>- Being the University's central administrative contact for REF and responsible for liaison with national working groups on REF implementation.</li> </ul>
5.	<p>Managing, supporting and facilitating the development of the Research Policy and Information Team (Research Policy Manager, Research Ethics and Governance Manager, Research Information Manager, 2 x Research Policy Officers, Research Information Systems Specialist, Research Data Management Specialist, and Research Information Analyst) and providing leadership to the multidisciplinary REF team.</p>
6.	<p>Lead the continuous development of strategies, policies and plans to meet the University's research ambitions, working in partnership with the Associate Principal (Research and Innovation) and other senior academics.</p>

7.	Build and maintain strong relationships across the University, especially with the Associate Principal (Research and Innovation), the Deputy Associate Principals for R&KE, and the Innovation and Industry Engagement Directorate, Organisational & Staff Development Unit, Strategy & Planning and Research Finance; etc.
8.	Regularly attend University groups and committees for research and knowledge exchange matters including preparing papers, briefings, reports and proposals as required by the Associate and Deputy Associate Principals.
9.	Active contribution to RKES and the newly established Leadership Team, which works to develop a progressive and joined up service for senior academic leads. Enable RKES to deliver effective procedures and systems to support academic staff and professional services colleagues achieve the University's strategic KPIs for research and knowledge exchange.
10.	Work in close partnership with the Director, Assistant Director, and other Heads of Function to foster a creative, welcoming and supportive environment within RKES.

## Person Specification

### Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

D1 Membership of relevant professional association or network.

D2 Project management qualification (CAPM®, PMP®, PRINCE2® or equivalent).

### Experience

E1 Significant experience of policy development and implementation in a relevant environment eg planning or policy functions within higher education, a research organisation or the public sector.

E2 Experience of evidence-based decision making and advice including the high-level analysis of data, trends etc

E3 Evidence of having contributed to the production of high-quality materials demonstrating research excellence, such as REF environment narratives or impact case studies.

E4 Excellent understanding and experience of developments in relation to research policy research and innovation landscape (especially but not only research culture, impact and responsible assessment).

E5 Considerable experience of having developed or input into academic guidance or training and/or resources.

E6 Experience in managing and developing a diverse team of professionals. Able to provide leadership, support, and guidance to team members, fostering a collaborative and inclusive work environment.

### Job Related Skills and Achievements

E7 Successful project management of large-scale organisational projects.

E8 Analytical skills consistent with the detailed needs of the role, including the ability to focus on detail and relate detail to the overall picture.

E9 Effective use of research information systems and software, such as Pure.

D3 Implementation of new policies, processes or systems which make a positive difference to the research performance, culture, assessment, environment or perceptions.

### Personal Attributes

E10 Strong initiative, problem-solving and creative-thinking abilities.

E11 Ability to be flexible & responsive, manage conflicting priorities and work effectively under pressure

E12 People-orientated with the ability to use initiative to partner and work collaboratively with others to achieve successful outcomes.

E13 Highly effective communication skills, including proven ability to constructively challenge or influence in person and in writing at senior level internally and external to the organisation.

E14 Commitment to promoting diversity, equity, and inclusion in research policy and practice.

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Tony Weir, Assistant Director ([antony.weir@strath.ac.uk](mailto:antony.weir@strath.ac.uk)).

### Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

### Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

### Pre-employment health screening

An offer of appointment will be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Formal interviews for this post will be held on a TBC date.

### Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

### University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



# Conditions of Employment

## Administrative and Professional Services Staff Grades 6 and above



### 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at [www.strath.ac.uk/publicinterestdisclosure](http://www.strath.ac.uk/publicinterestdisclosure). Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

### 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr)

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

### 3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

### 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

<b>Period of Continuous Employment at start of absence from work</b>	<b>Full Pay</b>	<b>Half Pay</b>
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at [www.strath.ac.uk/staff/policies/hr](http://www.strath.ac.uk/staff/policies/hr).

## 6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance ([pensions@strath.ac.uk](mailto:pensions@strath.ac.uk)). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – [www.uss.co.uk](http://www.uss.co.uk)

## 7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at [www.strath.ac.uk/hr](http://www.strath.ac.uk/hr).

## 9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at [www.strath.ac.uk/policies/hr](http://www.strath.ac.uk/policies/hr) or on request from Human Resources.

## 10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024