



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post-holder.

Job title: REF Support Manager

Department/Division: Research Division

Accountable to: Research Policy Manager

Job Summary: The REF Support Manager will be a senior post within the Research Policy Team of the Research Division, amongst colleagues responsible for supporting the School's submission to the Research Excellence Framework 2021. S/he will draw from her/his own expertise to support the Research Policy Manager and the School in preparing the optimum submission to REF 2021. This is a full time post, fixed term for three years.

Duties/Responsibilities

The post-holder will:

- Support the Research Policy Manager in all aspects of preparing the School's submission to REF 2021.
- Support the School's REF Strategy Committee, including producing reports and documents as required.
- Support the development and roll-out of the REF module in the School's current research information system (Pure).
- Maintain and utilise REF data in Pure.

Competencies and key tasks:

Communication

- Understanding and explaining complex information about the REF, taking into account likely consequences for the School
- Advising senior academic colleagues on interpretation of REF rules; this will often involve discretion in handling sensitive personal information
- Communicating progress of the REF submission and development of the REF module in Pure to the wider school and those directly affected



Liaison and networking

- Building and maintaining networks across and between academic departments or disciplines in support of REF preparations

Teamwork and motivation

- Co-ordinating and motivating cross-School efforts by Departmental Research Committees, Heads of Department and Departmental Managers in respect of REF planning
- Supporting the REF Strategy Committee
- Assisting with the roll-out and training of users of the REF module in Pure
- Supporting the management of the School's internal and external REF grading exercises

Decision making

- Making independent decisions about the production of reports and papers for the REF Strategy Committee and advising academic colleagues on REF rules and implications. Decisions can be complex and sensitive and can have a moderate to highly significant impact, depending on their nature.
- Providing advice and contributing to the School's decisions on REF issues

Planning and organising

- Producing reports, committee papers and agendas for the REF Strategy Committee in adherence with internal timetables
- Managing the work of the REF Strategy Committee in accordance with the School's research strategy
- Medium-term planning for the School's REF submission

Initiative and problem solving

- Scenario planning - in advance of the full REF2021 rules being known - around issues such as quality profiles and Unit of Assessment composition,
- Co-ordinating the School's submission to REF2021, ensuring that the complex rules, personal data, and the School's financial and reputational position are all taken into account
- Data gathering and analysis of information on REF2021 to provide accurate and timely information to the Directorate and in relevant committee papers
- Advising academic and administrative colleagues on committee REF enquiries as required

Service delivery

- Supporting the Research Policy Manager to ensure that the optimum REF submission is delivered, in a timely manner and in accordance with all REF requirements.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil



partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.