



## 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 postholder.

**Job title:** Research Impact Manager (fixed-term)

**Department/Division:** LSE Research and Innovation

**Accountable to:** Senior Research Impact Manager

**Band:** 6

### Job Summary

The Research Impact Manager role is offered as a 12-month, fixed-term contract with (or 12-month secondment to) the LSE's Impact and Innovation Team. This relatively newly formed team brings together experts in research impact and innovation to provide comprehensive support for any pathway to impacts aligned with the School's mission to act for 'the betterment of society'. The post holder will join the team at an exciting point, as we work to enhance and embed a positive, inclusive and engaged impact culture at LSE, and to generate and optimise new research-based impacts beyond academia. Although it is advertised as a full-time role, we are open to discussion about part-time and flexible working arrangements for this post.

The post holder will proactively support the identification, generation, and optimisation of non-academic research impacts of any type, for any user or beneficiary, and via any appropriate pathway. They will support researchers, departments or centres and the School as a whole to plan for high-quality impact, and advise both on pathways to and monitoring, evaluating and evidencing impacts. This will include helping prepare impact-related components of LSE's REF 2029 submission. To these ends, the Research Impact Manager will:

- Help build on recent and ongoing work to broaden, deepen and enhance understanding of and engagement with Impact at LSE, and to build impact-related capacity and capability across the School. This will include, for example, continuing to develop and promote engagement with [online and in-person support and events](#) to inspire and empower researchers to realise their impact goals.
- Help individual researchers, as well as academic departments and research centres, to identify the potential impacts of their work and develop and implement effective strategies to achieve this.
- Support academic staff in creating and documenting potential case studies of impact.
- Support academic staff in preparing competitive engagement and impact-focused funding applications for submission to both internal and external grant funding schemes.
- Understand and share best practice in facilitating, tracing and documenting impact.

Ultimately, the role of the Research Impact Manager is to help individual academics, departments, centres and the LSE as a whole to achieve highly significant and wide-reaching impacts. It is, of course, important that an appropriate proportion of this provides suitable foundations for REF case studies. However, the I&I



team is highly motivated to find and support potential impacts of any type, at any stage of maturity, and we are looking for someone who shares this passion and is both interested in and able to support truly wide-ranging research impact.

## Duties and Responsibilities

### Service delivery

The post holder will support LSE researchers in identifying potential impact and in planning for and delivering impact-related activities. This will include:

- Helping to identify high-quality LSE research outputs likely to deliver impact and ensuring that these are being properly supported to realise those impacts.
- Providing advice and training to researchers on how to identify and achieve impact.
- Enhancing awareness of, access to, and effective take-up and use of internal and external services and resources to achieve impact strategies.
- Providing support to researchers applying for competitive internal and external funding (or for other relevant resources) to advance their engagement and impact goals.
- As needed, supporting the Impact Monitoring Manager to help academics design evaluations and collect feedback to document the impact associated with specific programmes, projects or activities.
- Contributing to activities (particularly those directed by the Academic Director of Innovation & Impact or in support of the Research for the World strategy) designed to more fully and deeply embed understanding of impact across the School and throughout the research lifecycle.
- Ensuring that impact activities and resulting impacts are properly tracked, robustly evidenced and accurately documented.

### Communication

Strong communication and an ability to engage and enthuse researchers and professional services staff at all levels is an important part of this role. The post holder will be expected to:

- Build and maintain positive relationships with academic and professional services staff around LSE.
- Help raise awareness and understanding of the School's engagement and impact strategy, and of internal and external support available to deliver this.
- Champion research impact at LSE, including by effectively and persuasively communicating the benefits of engagement and impact work.
- Report on progress against the School and the I&I team's impact goals to academic and professional services staff at all levels of seniority.
- Help develop publications, events or products that showcase LSE impact.
- Provide advice as required to professional services staff supporting impact around LSE.
- Assist academic staff in producing high quality REF impact case studies, including by:



- Using existing guidelines and other relevant materials to build knowledge, understanding and skill, and to provide training and support.
- Ensuring the timely provision of consistent and accurate advice on REF impact.
- Helping researchers to define and collect the evidence needed to document their impact case studies.
- Effectively and sensitively communicating relevant updates on prospective impact case studies, as required by the School's REF Strategy Committee.

### **Initiative and problem-solving**

The post holder will be expected to be able to work autonomously (as well as with others in the team), showing initiative and taking a positive, proactive approach to solving problems as they arise. This will include, for example:

- Demonstrating an agile and effective approach to supporting academic staff with both planned and ad hoc engagement and impact-related activities (e.g. exceptional funding opportunities).
- Interpreting, sharing and ensuring proactive responses to new external impact opportunities and policy or funding requirements.

### **Analysis and research**

As well as supporting existing impact activities, the role involves identifying potential new sources of sustainable impact underpinned by LSE research. As such, the post holder will be expected to interrogate and extract relevant information and ideas from sources including:

- Research grant awards, applications or project reports (internal and external)
- Updates or reports on consulting and innovation activity
- LSE's research information systems
- Direct discussions with departments and research centres and with professional services colleagues in Research & Innovation and across the School.

### **Teamwork and motivation**

The post holder should be able to organise their own work and delegate where necessary. However, it is essential that they are also able to collaborate effectively with:

- The Senior Research Impact Manager to provide effective support for impact development across the LSE.
- The Impact Monitoring Manager to devise effective strategies to track and evidence the impacts of LSE research.
- The wider Innovation & Impact team, including to develop and deliver new training and information resources, and to support applications for competitive internal and external grant funds or prizes.
- The Research Governance and Culture team, with whom the post holder will work on specifically REF impact-related matters.
- Academic departments and centres.
- Professional services staff and academic coordinators around the School, including contributing to the LSE's Integrated KEI Service and Engagement and Impact Forum.

### **Other**

- Any other activities relevant to the role, as required by the Senior Research Impact Manager.



### **Notes**

LSE is a learning organisation, and we aim to support colleagues within the Research & Innovation Division to reach their full potential, to enable them to progress their career, either within their current role or by moving to other roles within the Division.

LSE is a campus-based university and staff are expected to attend the London campus in fulfilling their role. Most staff balance working from the campus or remotely. For this role the duties are such that we can offer flexible working patterns. We therefore encourage applications from applicants who can periodically travel to the London campus.

### **Flexibility**

To deliver services effectively, a degree of flexibility may be required in the duties performed to meet the exigencies 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.