



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Job title: Research Impact Manager		
Department/Division: LSE Research and Innovation		
Accountable to: Senior Research Impact Manager		
Competency	Criteria	E/D
Education, knowledge and experience	Educated to honours degree or equivalent qualification	E
	A postgraduate degree or equivalent qualification	D
	Excellent understanding of research impact and knowledge exchange, and of pathways to impact (especially in the Social Sciences and Humanities)	E
	Good IT skills (E.g. MS Word, Office, MS Excel, relational databases, internet and social media)	E
	Awareness of REF processes and requirements in relation to impact	E
	Experience of using Converis, pFACT, or similar systems	D
Service delivery	Experience of promoting best practice in research impact and knowledge exchange	E
	Experience of producing guidelines and other materials relating to research impact and knowledge exchange for academic users/ audiences	E
	Ability to react appropriately to requests for advice or information	E
	Experience of providing training on impact for academics	D
	Experience of designing impact evaluations	D



Analysis and research	Experience of collecting, collating and analysing complex data and information from different sources	E
	Ability to extract salient points from complex data and to provide advice and guidance to relevant staff members and committees	E
	Ability to monitor best practice across the higher education and research sectors and to make recommendations based on these regarding the development of impact case studies or other narrative accounts of outstanding knowledge exchange activities	E
Communication	Excellent written and oral communication skills	E
	Experience of communicating complex information and analyses from a range of sources	E
	Ability to develop guidelines and resource materials using the most appropriate medium	E
	Ability to quickly and effectively build rapport with academic and professional services colleagues	E
	Ability to present to audiences of senior academic staff	E
	Experience of developing and writing impact case studies	E
	Experience of writing for the internet and/or blogs	D
Initiative and problem solving	Ability to assess problems involving different individuals, departments, disciplines or organisational functions	E
	Ability to advise others on strategies and systems in aid of a common goal	E
	Experience of contributing to organisational strategies	D
	Experience of conducting benchmarking analyses	D
Planning and organisation of resources	Ability to plan and organise own work and delegate where necessary	E
	Ability to motivate others	E
Teamworking and motivation	Experience of working in research or research management teams with evidence of leadership or responsibility	E
	Experience of advising and working with senior academics	E
	Proven ability to proactively contribute to the team	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.