

**Research Policy and Research Excellence
Framework (REF) Manager (1.0FTE)
Permanent**

The Glasgow School of Art

The Glasgow School of Art (GSA) is one of Europe's leading independent university-level institutions for the visual creative disciplines. Our studio-based, specialist, practice-led learning and research draws talented individuals with a shared passion for visual culture and creative production from all over the world.

Originally founded in 1845, today we have 2150 students studying across architecture, design, digital, fine art and history and theory. As we develop new academic programmes and enhance our areas of expertise and inter-disciplinarity, our ambition is to continue to grow our student community in Glasgow, and continue to grow our research profile and campuses in Singapore and the Scottish Highlands and Islands. Our internationalisation strategy is embedded across our academic programmes and research, connecting the GSA with some of the world's leading universities and specialist higher education institutions.

Recognised by the Scottish Funding Council as an independent, specialist institution, the GSA is an important and integral part of Scotland's higher education provision. Working in partnership with universities across Scotland and the UK, our degree programmes are validated by the University of Glasgow. The University of Glasgow has validated our programmes since 1992 and whilst the Senate of the University has ultimate responsibility for the awards, there is maximum delegation to the GSA for its own quality assurance procedures. The School, through its Academic Council, is also responsible for the development, monitoring, evaluation and updating of its academic framework.

Our 185 academic staff form a strong creative community united in the ambition to see GSA positioned as a global leader in studio based research and teaching, transforming thinking by developing creative approaches with new audiences, locally, nationally and internationally. As one of the UK's largest and most intensive research communities for the visual creative disciplines, GSA's research activity is clustered into the following interdisciplinary themes:

- Architecture, urbanism and the public sphere
- Contemporary art and curating
- Design innovation
- Digital visualisation
- Education in art, design and architecture
- Health and wellbeing
- Material culture
- Sustainability

Moving forward GSA has ambitious plans to develop its research profile further through internal collaboration and new partnerships with National and International Organisations. We recognise the distinctive contribution made by visual creative disciplines within the rapidly growing interdisciplinary research agenda and seek to position GSA as a global leader in this field. This will involve development and mentoring of GSA's own research talent, recruitment of the best new staff, the securing of higher levels of external research funding to support research projects and further growth in the scale and activity of GSA's PhD community.

While we are firmly rooted in Glasgow, one of Europe's leading creative cities, we are international in outlook with one of the UK's highest percentages of international students and

one of Scotland's largest percentages of students from the rest of the UK. We have significantly invested in our estates including the Reid Building, and further investment is currently being planned.

We have a total income of over £30m, and our aim is to cultivate conditions in which the GSA can continue to achieve great things through what we do, with whom we do it and through creative approaches build on our existing strengths and distinctive assets, in order to:

- Achieve excellence and leadership in student-centred studio-based learning
- Engage with new audiences through inter-disciplinary research
- Extend our global reach and creative engagement
- Be a robust and efficient institution – maximising our resources and our potential

The Studio

Our studio-based approach to learning and innovation has particular relevance in the 21st Century. The place of the studio in creating the environment for inter-disciplinarity, peer learning, critical enquiry, experimentation and prototyping can help to address many of the grand challenges confronting society and contemporary business. It provides space to bring disciplines together, exploring problems in new ways to find innovative solutions. Studio is at the heart of our pedagogy, how we work and how we engage with others.

Job Title	Research Policy and Research Excellence Framework (REF) Manager
Location	Research and Enterprise, Garnethill Campus, Glasgow
Reports to	Head of Research and Enterprise
Purpose	<p>To play a lead role in planning, preparing for and managing The Glasgow School of Art's (GSA's) submission to REF2021, and subsequent research assessment exercises.</p> <p>To be responsible for the formulation and implementation of relevant GSA policies and procedures to support a high quality REF2021 submission, working closely with the REF Planning Group and Head of Research and Enterprise.</p> <p>To provide advice and support to key colleagues on all matters relating to REF at GSA.</p> <p>Beyond REF2021, to be responsible for the development and implementation of research strategies and relevant policies to support the ongoing enhancement of GSA's research environment, infrastructure, performance and capabilities. To include initiatives to support researcher development and the formulation and implementation of Research and Enterprise strategies for each of our five Schools. To support the development of strategic research projects and initiatives.</p>

Principal Accountabilities

The main emphasis of the post in the first two years will be on the preparation and review of GSA's REF2021 submission. From 2021 onwards, the balance of responsibilities will shift towards the longer-term development of research strategy and policy at GSA.

REF2021

- Significant responsibility for planning, preparing and managing the development and production of GSA's REF2021 submission to the highest possible standard, working closely with the REF Planning Group, Head of Research and Enterprise and other colleagues.
- Important role in preparing key sections of the REF submission, including aspects of the Environment statement, elements of Impact Case Studies and additional information on selected Outputs.
- Coordinating meetings of the GSA REF Planning Group, including preparation of papers, guidance on REF requirements and criteria, and implementation of resulting actions to ensure ongoing progress towards REF2021 objectives.
- Work with Head of Research and Enterprise and other internal stakeholders to finalise GSA's REF2021 Code of Practice (CoP) including completion of equalities impact assessment and consultation with staff.
- Perform a key role in applying processes defined in the CoP to identify staff with significant responsibility for Research, who are independent Researchers.
- Leading role in the process of review and analysis of research outputs in order to identify the optimum REF submission for GSA, working closely with REF Planning Group, Head of Research and Enterprise and other colleagues responsible for contributing to REF.
- Significant role in planning, managing, undertaking and evaluating GSA's mock REF in the second half of 2019, and applying knowledge gained to improve the final REF submission process in 2020.
- Prepare briefing papers, progress reports, proposals and information for the GSA Planning and Management Group, Research and Enterprise Committees and senior GSA colleagues on REF and research policy, and provide advice on REF and related matters across the institution, including preparing and giving presentations to academic colleagues.
- Coordinate input into GSA's REF preparations by external assessors, trainers and consultants as required, including helping to source contributors where relevant.
- Identify training required to support REF and work with colleagues to commission or deliver provision of relevant courses, such as equalities and diversity training for those involved in reviewing and selecting outputs.
- Liaise with the REF2021 teams at Scottish Funding Council and Research England, attend sector events and engage with external networks and research bodies to gain further insight into REF.
- Support academic colleagues to produce portfolios of evidence where required, e.g. for some practice-based research outputs; support researchers to produce additional information to support outputs, where applicable.
- Work with colleagues in HR, Finance, Registry and Marketing and Communications to collate supporting data for the REF submission, including HESA data.
- Coordinate preparation and submission of other elements of the REF submission, including intention to submit survey, census information and supporting data.

- Work closely with GSA's research information and repository team to manage datasets relevant to the REF process.
- Undertake an evaluation of GSA's REF2021 experience in 2021, following completion of the submission.

Other duties will also include: -

- Play a key role in supporting the planning, delivery and assessment of GSA's Annual Research Plans (ARPs), which influence academic research time allocations as a component of activity planning and workload allocation processes.
- Attend GSA Research and Enterprise Committee, and local Research and Enterprise Committees in each of our Schools as appropriate.
- Beyond REF2021, to be responsible for the development of research strategies and policies at GSA, to support the ongoing enhancement of GSA's research environment, infrastructure, performance and capabilities; to include initiatives to support researcher development and the ongoing formulation and implementation of Research and Enterprise strategies for each of our five Schools.
- To support the development of strategic research projects and initiatives at GSA.
- Long-term planning for the next research assessment exercise after REF2021, including helping to identify priorities for GSA researchers in the early stages of the next REF cycle.
- Monitor developments relating to the Knowledge Exchange Framework (KEF), and provide analysis and guidance to GSA colleagues on institutional preparations, as relevant.
- Represent GSA at relevant external forums and meetings.
- Any other duties as appropriate as determined by the Head of Research and Enterprise.

Relationships

Principal Internal Contacts:

- Head of Research and Enterprise (Line Manager)
- Deputy Director (Academic)
- GSA REF Planning Group members (senior researchers from each School)
- Institutional Records and Repository Manager
- Research Information Coordinator
- Research and Enterprise department team
- Heads of School
- REF Equality Diversity and Inclusion group
- Academic research community
- HR, Finance and Marketing departments

Principal External Contacts:

- REF2021 policy bodies
- Scottish REF Managers Group
- Scottish Funding Council
- Professional associations and networks relevant to REF and research strategy and policy.

Person Specification

Experience / qualifications

- Educated to degree level, with a relevant postgraduate qualification being desirable
- Significant demonstrable professional experience working in a Higher Education (HE) research environment
- In-depth understanding of the national framework for research assessment, with detailed knowledge of REF2021 guidance, criteria and processes.
- Direct experience of previous research assessment exercises, either in a research support and/or management role and/or as a contributing academic researcher.
- Familiarity with the metrics and processes for reporting impact, environment and research outputs.
- Excellent understanding of research in GSA's core disciplines of Art, Design, Architecture and Digital Visualisation, including the role of creative practice in research, and the role of creative arts in interdisciplinary research and innovation.
- Expert professional knowledge of research, including extensive experience of peer review in relevant fields, the assessment of research outputs, and evaluation of impact.
- Experience of collating, analysing and presenting data to a high standard.
- Prior involvement in the preparation of an institutional REF/RAE submission, including coordinating the activities of a diverse set of academic and professional stakeholders within an institution.
- Good understanding of Scottish and UK policies relating to academic research, including knowledge of sector benchmarks and standards.
- Experience of developing strategies and policies in HE, preferably related to research.
- Familiar with initiatives to promote equality and diversity in research, preferably with experience as a researcher or research support professional, of the implementation of relevant programmes within an HEI.
- Existing involvement in relevant professional bodies and networks of relevance to REF.

Skills and attributes

- Excellent written and verbal communication skills
- Strong organisational, planning and project management skills, including the ability to deliver a complex set of linked activities dependent on a range of stakeholders.
- Excellent analytical skills, and ability to understand, interpret and convey complex ideas.
- Strategic thinker, with good planning skills and problem solving abilities.
- Ability to work to tight deadlines while maintaining attention to detail and a high degree of accuracy.
- Strong team player, with good interpersonal skills.
- Ability to work independently, with limited supervision, and to prioritise a varied workload, in order to complete tasks and projects effectively.
- Resilient, with the ability to make difficult decisions and work well under pressure.

Terms and Conditions

Contract	Permanent
Probationary Period	It is recognised that there is an inevitable 'settling in' period in any post. The probationary period is therefore an opportunity for the employee to fit within the culture of the School. It should also be determined during this time whether the job is in line with expectations as expressed in pre-appointment discussions, interview and as set out in the Job Description. The probation period for this role is 12 months.
Salary	Grade 8, £50,132 - £58,089 per annum
Hours	35 hours per week
Holidays	35 days plus 11 statutory holidays per annum
Pension	Option to join the Scottish Teachers Superannuation Scheme
Notice Period	3 months