1. Job Details
Job title: Research Assessment Exercise Officer
School/Support Department: Policy and Planning
Line manager: Director of Planning and Deputy Secretary

2. Job Purpose
To support the University in its preparations for the next Research Assessment Exercise (RAE).

3. Main Responsibilities

1. Manage, on a day-to-day basis, the University’s RAE data repository designed to support the data elements of the University’s RAE submission and advise the Director of Planning on further developments. Produce user guides to the system; written guidance on changes in business processes in Finance, HR and Registry; and provide training sessions and advice to users in colleges and schools.izzle

2. Develop a detailed understanding of the RAE guidance on submissions, criteria and working methods and, in consultation with the Director of Planning, provide advice on the interpretation of this guidance to colleagues in colleges and schools.

3. Manage the day-to-day preparations for the University’s RAE submission. This includes providing secretariat support to the Administrative Liaison Group that is overseeing the preparations for the RAE; organising a programme of University-wide seminars and half-day events; maintaining the University’s RAE website; maintaining and communicating the project plan for the exercise and monitoring progress.

4. Undertake statistical analysis and provide management information in order to inform the University’s strategy for the RAE.

5. Undertake project-related work to respond to key strategic issues identified by the Director of Planning or Senior Management and to contribute to cross-University working groups. Undertake such other duties as may be assigned from time to time by the Director of Planning.

4. Planning and Organising
- Plan and prioritise own workload in consultation with the Director of Planning to deliver range of outputs which are required in support of the RAE.
- Plan and organise a programme of University-wide seminars and half-day events with different target audiences and speakers, including the Principal, Heads of College and Heads of School, to be held over 18 months in support of the University’s preparations for RAE 2008.
- Plan, working with the Deputy Director of Planning, the timetable of activities required to prepare the RAE submission for recommendation to the Director of Planning. This requires co-ordination across the University over a period of two years and also involves working closely with MIS in planning the delivery of software.
5. Problem Solving
- Work together with the Director of Planning and colleagues in MIS and Registry/Finance/HR to find solutions to problems arising with the RAE repository. This requires an understanding of the corporate databases and the data requirements for the RAE.
- Resolve complex issues of interpretation of the RAE guidance on submissions to the satisfaction of the Director of Planning.
- Monitor progress of the RAE project plan; reprioritise tasks/milestones to take account of unforeseen circumstances and resolve difficulties with colleagues who may be failing to meet deadlines.

6. Decision Making
- Decide when to deal with more complex queries and when it is appropriate to refer these to the Director of Planning.
- Provide advice to the Director of Planning on further development of the RAE data repository.
- Work with colleagues in HR, Finance and Registry to decide and implement revised business processes to meet data requirements for the RAE.
- Manage the access rights to the RAE data repository and RAE Bristol software.
- Decide how to conduct and present statistical analyses in support of the RAE strategy and key points to draw to the attention of the Director of Planning.

7. Key Contacts/Relationships
- Colleagues in MIS, Registry, Finance and HR in order to further develop the RAE data repository.
- RAE academic and administrative co-ordinators in colleges and schools in order to provide guidance and training on the RAE data repository, provide guidance on submissions, co-ordinate and achieve consistency in the University’s submission, ensure compliance with the Funding Councils’ requirements, and maximise the quality of the submission.
- Colleagues involved in providing support at a similar level in other universities, particularly the Russell Group.
- Relevant staff in SFC and HEFCE in order to exchange information and clarify issues of interpretation.

8. Knowledge, Skills and Experience Needed for the Job
The post requires an individual of high intellectual calibre with a good honours degree or equivalent; excellent organisational, IT, conceptual and analytical skills and very high levels of numeracy and written and oral expression; exceptional interpersonal and communication skills; the ability to form effective working relationships with colleagues across the University and to work well as part of a team and independently; a minimum of three years relevant experience, is essential. Initiative, resilience and discretion are indispensable.

9. Dimensions
- This role impacts across the University as a successful outcome in RAE 2008 is critical to the future funding and reputation of the University.
- Supervision of tasks undertaken by 1 (shared) clerical assistant in support of this post.

10. Job Context and any other relevant information
 Verification
I agree that this job description conveys an accurate description of this job.