**Impact Champion Role Descriptor**

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| **Purpose of the role** | Each Unit of Assessment (UOA) Impact Champion has responsibility for developing the impact element of the REF submission, which includes:   * Identifying potential impact case studies for the REF * Supporting colleagues to develop impact case studies * Reporting on progress of impact case studies * Reviewing progress made against impact strategies * Promoting opportunities to enhance research impact * Ensuring evidence of impact is collected and stored appropriately * Championing a culture of research impact. |
| **Main responsibilities** | 1. Review the development of impact case studies being prepared within the UOA. 2. Working with UOA Leaders to understand the interrelationship of case study quality, selection, placement and staff numbers for the UOA. 3. Ensuring that impact case studies undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF 4. Provide guidance on how impact case studies can be accelerated and evidenced 5. Advise colleagues on the REF impact guidelines 6. Review impact strategies related to the UOA and assess progress made against them 7. Review and implement recommendations from external research users to strengthen research impact 8. Ensure that colleagues are updating institutional systems for impact tracking 9. Promote relevant training and development opportunities 10. Review impact arising from major programmes of research and knowledge exchange to make recommendations as to how these can contribute to impact case studies 11. Advise on the use of appropriate metrics specific to the subject area 12. Working closely with RDS who are managing the central REF preparation and submission process. 13. Attend the Impact Sub-Committee meetings 14. Working closely with RDS to respond audit queries. 15. To undertake any other duties as requested by the relevant Deputy Dean for Research and Professional Practice (DDRPP) and/or Unit of Assessment leader. |
| **Duration** | Permanent – roles to be reviewed at the end of the REF assessment. |
| **Support** | Impact Champions will receive support RDS and the UOA Leadership Team. |
| **Reporting requirements** | All UOA Impact Champions are expected to attend the REF Impact subcommittee and provide data to inform the REF Committee.  UOA Impact Champions will also be required to regularly provide updates to relevant committees and UOA leadership teams within their Faculty. |
| **Review** | Role description agreed November 2017.  Last reviewed April 2021  Current review date - June 2022  Next review due – Summer 2024 |