**UOA Leader Role Descriptor**

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| **Purpose of the role** | UOA Leaders are appointed for a complete REF assessment period up until the results are published, although they can choose to step down during this time. The UOA Leader undertakes a vital role in driving and delivering BU’s REF submission, influencing the University’s preparations, shaping optimal submissions for each UOA and ultimately having a significant effect on BU’s REF results. |
| **Main responsibilities**  | 1. Providing leadership, advice and support on all issues relating to research planning, impact, performance metrics and published guidance relating to the UOA
2. Considering the widest available staff pool for the UOA and present these options to the REF Committee (being mindful of where this potentially impacts upon other UOAs)
3. Having an institutional outlook for the REF, i.e. aiming to optimise BU’s overall REF performance
4. Optimising the UOA submission and that of related UOAs by working to mitigate weaknesses and to highlight strengths across all aspects of the submission
5. Working with Output Champions to understand the interrelationship of output quality, eligibility, selection, and staff numbers for the UOA.
6. Ensuring that outputs undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF
7. Working with Impact champions to understand the interrelationship of case study quality, selection, placement and staff numbers for the UOA.
8. Ensuring that impact case studies undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF
9. Leading production for the unit’s environment statement, bringing together content on Strategy, People, Income and Infrastructure, Collaboration and Contribution.
10. Ensuring that the environment statement undergos rigorous review, in order to assess quality and areas of development prior to inclusion for REF.
11. Leading on REF communications within departments represented in the UOA and be the key point of contact and advice with regard to the UOA for Heads of research entities, DDRPPs and Executive Deans.
12. Working closely with RDS who are managing the central REF preparation and submission process.
13. Attend the REF 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)
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| **Duration**  | Permanent – roles to be reviewed at the end of the REF assessment.  |
| **Support**  | UOA Leaders will receive support from RDS and the UOA Leadership Team. |
| **Reporting requirements** | All UoA Leaders (or delegated representative) are expected to attend the REF Committee and provide information to inform the decisions of the REF Steering Group. UOA Leaders will be required to provide regular updates to relevant committees and leadership teams within their Faculty.  |
| **Review**  | Role description drafted March 2018.Last reviewed April 2021Current review date - June 2022Next review due – Summer 2024 |