**REF Institutional Statement Lead - Role Descriptor**

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| **Purpose of the role** | The REF Institutional Statement Lead is appointed for a complete REF assessment period, up until the results are published, although they can choose to step down during this time. The Institutional Statement Lead undertakes a vital role in driving and delivering BU’s REF submission, influencing the University’s preparations, shaping an optimal submission, and ultimately having a significant effect on BU’s REF results. |
| **Main responsibilities** | 1. Having an institutional outlook for the REF, i.e. aiming to optimise BU’s overall REF performance. 2. Leading production of the Institutional Statement, bringing together content on People, Culture and Environment. 3. Working with Academic and Professional Service Leads to optimise the Institutional Statement by working to mitigate weaknesses and to highlight strengths across all aspects of the submission. 4. Working with UOA leaders to explore and understand the interrelationship of discipline-specific and Institutional level statements. 5. Ensuring that the Institutional Statement undergoes rigorous review, in order to assess quality and areas of development prior to inclusion for REF. 6. Working closely with RDS, who are managing the central REF preparation and submission process. 7. Attend the REF Committee meetings. 8. Working closely with RDS to respond to audit queries. 9. To undertake any other duties as requested by UET and RSG |
| **Duration** | Permanent – roles to be reviewed annually. |
| **Support** | The REF Institutional Statement Lead will receive support from RDS and RSG. |
| **Reporting requirements** | The REF Institutional Statement Lead is expected to attend the REF Committee and provide information to inform the decisions of the RSG.  The REF Institutional Statement Lead will be required to provide regular updates to relevant committees and leadership teams across BU. |
| **Review** | Role description drafted Dec 2023.  Last reviewed Dec 2023  Current review date – Dec 2024  Next review due – Summer 2024 |