**Process and criteria for selection of the   
REF Institutional Statement Lead**

**Introduction**

Bournemouth University (BU) is preparing submissions for future REF exercises. An Institutional Level Statement was introduced as part of the submission for REF2021 and will form part of the formally assessed component for REF2029. BU will create an Institutional Statement Leadrole in January 2024. This will be recruited via an open and transparent process. All academic staff at Grade10+ have the opportunity to put themselves forward.

**REF Institutional Statement Lead role**

The Institutional Statement Leadundertakes 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.

Key responsibilities of the Institutional Statement Lead role include:

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 Research Development and Support (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 the University Executive Team (UET) and the REF Steering Group (RSG).

The Institutional Statement Leadis a significant commitment and will be recognised with a 0.2FT workload allocation (or job-share), and commensurate buyout return for the host department. The role is permanent, to be reviewed on an annual basis, and role holders can choose to step down.

**Process**

RDS runs an expression of interest (EoI) round, inviting all those who are interested to put forward a short case (suggested length of one paragraph) as to why they are interested in the role and what they think they could bring to it. Applications from underrepresented groups (e.g., minority ethnic, declared disability, women) are particularly welcome.

EoIs are submitted to RDS ([ref@bournemouth.ac.uk](mailto:ref@bournemouth.ac.uk)) and are reviewed against the selection criteria detailed in this document by a gender-balanced selection panel comprising the:

* Associate Pro-VC Research and Knowledge Exchange
* Chair of the REF Steering Group
* RDS representative

The panel then invites those meeting the criteria to an interview. This process is applied consistently as per the process for UOA Leaders. In the event of there being just one EoI received for a role, the panel will still review it using the selection criteria to ensure the applicant is suitable for the role.

**Selection criteria**

The selection criteria are outlined below. The same criteria will be used at both EoI and interview stage. These are equally weighted, with each criterion carrying a total possible score of 10. The role will be offered to the highest-scoring applicant. A member of the panel will provide feedback to all applicants.

* **Commitment, motivation and enthusiasm (scored out of 10):** The REF Institutional Statement Leadis a significant commitment. The role holder needs to be willing and able to make this commitment. They need to be enthusiastic about the REF and boosting research performance.
* **Skills and knowledge (scored out of 10):** The REF Institutional Statement Leadshould bring with them skills and knowledge to optimise BU’s REF preparations and submission (e.g. knowledge of the REF process, expertise in research metrics, leadership experience, REF Panel membership experience, etc). It is expected that they will be practising researchers and will have a breadth of understanding of research across BU.
* **Plans for preparing the Institutional Statement and awareness of the potential challenges and opportunities (scored out of 10):** The REF Institutional Statement Leadisresponsible for driving and delivering the Institutional Statement, maintaining an institutional outlook to optimise BU’s overall REF performance. They should have ideas for how they will do this and the potential challenges and opportunities involved.

**Questions**

Questions regarding the process should be directed to [ref@bournemouth.ac.uk](mailto:ref@bournemouth.ac.uk). The REF Institutional Statement Leadspecific questions should be directed to the Chair of RSG Professor Kate Welham.