**Output Champion Role Descriptor**

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| **Purpose of the role** | Each Unit of Assessment (UOA) Output Champion has responsibility for developing the output element of the REF submission, which includes:   * Being aware of the UOA output profile for the REF * Supporting colleagues to develop their research outputs * Reviewing progress made against UOA output strategies * Promoting opportunities to enhance research outputs * Supporting colleagues to ensure research outputs are recorded on BRIAN * Supporting colleagues to ensure research outputs are compliant with open access policies * Championing a positive culture towards the production research outputs |
| **Main responsibilities** | 1. Support the development of research outputs being prepared within the UOA. 2. Working with the UOA Lead to understand the interrelationship of output quality, eligibility, selection, and staff numbers for the UOA. 3. Ensuring that outputs undergo rigorous review, in order to assess quality and areas of development prior to inclusion for REF 4. Provide guidance on how research outputs can be produced and published 5. Advise colleagues on the REF output guidelines specifically those in relation to assessment, open access and research metrics 6. Review output strategies related to the UOA and assess progress made against them 7. Ensure that colleagues are updating institutional systems such as BRIAN and BURO 8. Promote Open Access publication and use of the Open Access Publication Fund as appropriate 9. Promote relevant training and development opportunities 10. Review outputs arising from major programmes of research and knowledge exchange to make recommendations as to how these can contribute to the UOAs output profile 11. Working closely with RDS who are managing the central REF preparation and submission process. 12. Attend the Output Sub-Committee meetings 13. Working closely with RDS to respond audit queries. 14. 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** | UOA Output Champions will receive support RDS and the UOA Leadership Team. |
| **Reporting requirements** | All UOA Output Champions (or delegated representative) are expected to attend the REF Output subcommittee and provide data to inform the UOA Committee. UOA Output Champions will be required to regularly provide updates to relevant committees and UOA leadership teams within their Faculty. |
| **Review** | Role description drafted March 2018.  Last reviewed April 2021  Current review date - June 2022  Next review due – Summer 2024 |