

Position / Job Title:	REF Facilitator
Ref:	618
Location/Building:	Studland House, Talbot Campus
Faculty/Professional Service:	Research & Innovation Services (RIS)
Group/Section:	Research Excellence & Governance
Duration if Temporary:	-
Normal Hours per Week:	Full-time (37 hours)
(Some flexibility will be required in order to ensure that key time scales and deadlines are met)	
Grade:	7
Accountable to:	REF Lead

Job Purpose

To work across all areas of Bournemouth University to provide strategic and expert support and information to enhance research in preparation for the REF.

To play a critical role in the university's submission to REF2029.

To be responsible for leading output and impact preparation towards future research assessment exercises and will work with academic colleagues to support research excellence at BU.

To be responsible for the facilitation of research impact and output development and research assessment initiatives, the championing and monitoring of good publishing practice, and open research and policy compliance.

Main Responsibilities

REF2029

1. Provide expert advice, project management and oversight of REF2029 preparation exercises and the final submission. Ensure that the REF submission is prepared in accordance with REF guidance and the University's Code of Practice, including the management of processes in identifying staff eligibility and output selection.
2. With support from the Research Engagement and Impact Adviser, work with academic leads to identify and evidence research impact, to develop and monitor potential impact case studies for REF.
3. Lead output and impact preparation towards future research assessment exercises, including management of regular REF mock exercises. Act as the primary contact point for external experts engaged to support the University's REF submission.

4. Compile provisional Unit of Assessment (UOA) profiles and support UOA teams with strategies to strengthen their unit submission.
5. Maintain and ensure accuracy of REF-related data, evidence and records.
6. Support the development of the University's REF statements.
7. Champion good research assessment practice. Work closely with the Head of Research Excellence and Governance in the implementation and evaluation of the responsible use of research metrics and the principles of the San Francisco Declaration on Research Assessment (DORA).
8. Support and clerk relevant REF-related meetings, monitor actions and oversee the long- term strategy and preparations for future research assessment exercises.

Research outputs

9. Champion good publishing practice, including open research. Establish and maintain a culture that supports the impact of dissemination, by working closely with RIS executive, Output Champions, HR, the Library and the Faculties to develop a policy and culture that recognises and celebrates publishing and dissemination activities. Provide development opportunities for BU authors aimed to increase the quality of research outputs, including advice on publishing strategies
10. Manage the Open Access Publication Fund and budget, providing expert advice on open access publication routes and transformative deals.
11. Disseminate relevant changes to institutional or external publishing policies to academic colleagues, to include future research assessment exercises and funder requirements.
12. Work closely with colleagues across the university to develop and implement the university's academic publication strategy and policy, ensuring compliance with external requirements.
13. Work with academic colleagues and the Post Award Team to ensure compliance with funding bodies' open access policies for research outputs including involvement in the UKRI Research Outcomes Submission process.
14. Liaise with colleagues in the Library to promote the institutional repository (BURO) and the publications management system (BRIAN), to ensure academics maintain accurate and up-to-date output records. Proactively change archiving attitudes and behaviours, fully embedding a practice of academic colleagues adding full-text outputs to BRIAN/BURO wherever this is permitted by the publisher.
15. Be the system manager for the publications management system, BRIAN, to include training, overseeing system upgrades, and responding to user enquiries. Develop training materials, provide publication reports, monitor usage and highlight issues, opportunities and risks.
16. Share good practice internally and externally, to include conference presentations.
17. Undertake any other reasonable duties as requested by the REF Lead or Head of Research Excellence and Governance.

Organisation Chart



Internal Contacts:

- Departmental Colleagues
- Academic staff
- Current Postgraduate Research Students
- University professional staff.

External Contacts:

- Suppliers
- Facilitators
- External funding bodies
- External regulatory and advisory bodies.

Dimensions

The post-holder is responsible for managing the budget associated with supporting open access, usually in the region of £50k per year. The post-holder has budget approval in line with grade for RIS expenditure.

Information Governance Responsibilities

Data User

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The postholder must, at all times, carry out their responsibilities with due regard to BU's Dignity, Diversity and Equality Policy Statement.

BU's highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Therefore, the postholder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of BU's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

January 2026

Person Specification

Position / Job Title: REF Facilitator	Position No: 618
Professional Service: Research & Innovation Services	Date: January 2026
SELECTION CRITERIA	
Knowledge (including experience & qualifications)	Essential/ Desirable
Educated to degree level or equivalent work experience	E
Expert knowledge of the Research Excellence Framework (REF)	E
Thorough knowledge of research impact both within and beyond academia, and the role of outputs in maximising impact.	E
Expert knowledge and understanding of open access and major funder open access policies (including UKRI)	E
Good knowledge of metrics - their application and limitations in regard to research assessment.	E
Knowledge and experience of designing and implementing new institution-wide development initiatives to initiate culture change	E
Experience of understanding other people's perspectives and helping to reach consensus in a group environment	E
Demonstrable experience of working with academics to advise on publishing strategies	E
Experience of using external databases, particularly Web of Science and Scopus	D
Knowledge and experience of research data management, data curation, etc	D
Demonstrable experience of using ePrints and/or Symplectic	D
Member of ARMA and evidence of attendance at ARMA events	D
Skills	
Excellent people management skills	E
Excellent verbal and written communication skills, including the ability to interact with staff at all levels	E
Negotiation, persuasion and the ability to influence outcomes and gain buy-in without having direct authority	E
Excellent IT skills, including word processing, spreadsheets, databases, email and internet applications, with the ability to learn new packages quickly	E
Networking and establishing rapport with colleagues at other organisations	E
Excellent project management skills	E
Strong analytical skills, with proven ability in analysing large data sets to identify trends and make recommendations	E
Excellent internal communications skills in terms of both planning and delivering	E
Attributes	
Intellectual gravitas and credibility with senior academics and researchers	E
Ability to manage own workload and work autonomously	E
Creativity	E
Willingness and ability to draw on others' knowledge, skills and experience	E

Appreciation and understanding of situations requiring tact, diplomacy and confidentiality	E
Being open to and applying good practice and fresh ideas from inside and outside the organisation	E
Positive attitude and experience of sharing good practice	E
Commitment to delivering Service Excellence	E