

**Role Descriptor – Unit of Assessment Lead for REF**

The Unit of Assessment Lead (UoA Lead) is responsible for supporting excellent research within their discipline area. They will work in partnership with the Research Office and School Research and Knowledge Transfer Leads (SRKTL) and Heads of Schools to maximise the quality of the research excellence framework (REF) submission in their UoA.

They will:

* Become informed about the detailed eligibility criteria for REF and understand the components of the REF submission.
* Support the Research Office by contributing to national consultations on the shape of the next REF.
* Be active members of the REF Sub-committee of the University’s Research Committee.
* Support their SRKTL Lead in keeping research on the school agenda.
* Provide advice on REF information and guidance to academics within their UoA.
* Liaise with the Research Office for the collection of data in support of future (REF) submissions. Checking that the data held centrally is accurate and mirrors records within the unit.
* Build strong collaborative working relationships with academics within their UoA
* Inform and support UoA members in complying with open access requirements for REF (e.g., research outputs and data availability on RaY and RaYDaR).
* Lead the process of collating, reviewing and selecting outputs and impact case studies within their UoA. For practice-based submissions UoA Leads will lead the process of mentoring, designing and editing practice-based outputs.
* Gather data for the UoA environment statement and write the narrative. Approaching external consultants, where applicable, to review material.
* To write the narrative disciplinary evidence sections of the impact case study and output submissions.

UoA leads will be appointed by the Head of School through a competitive selection process.

They will need to be excellent researchers who are enthusiastic about maximising the potential REF submission for their UoA. They will need good interpersonal and communication skills and be able to operate in a consultative and collaborative manner. They will need leadership and management skills and will need to make decisions in a timely manner when appropriate.

To be appointed as a UoA lead (or UoA co-lead), research experience and expertise commensurate with the role is required, as is appointment at Professor or Associate Professor level.

The UoA lead role is now included in the workload model category 3 under academic leadership and management. It should typically be allocated a 10% workload allocation, although this could vary depending on the size of the UoA and point in the REF-cycle.  It is likely that leads for larger UoAs will need more time allocated, particularly in the latter years of the REF cycle when the workload will be greatest. The role could be shared between two people to share the load and provide a degree of succession planning (co-leads or deputy UoA leads).