

THE POST

College/Service:	College of Medicine and Health (CMH)
Post:	IDEAL Research Translation and Impact Manager
Reference No:	P75097
Grade:	F
Reporting To:	IDEAL Programme Manager, Dr Claire Pentecost

Two year post starting 1st January 2021 or as soon as possible thereafter; available until 31st December 2022. Full-time, although part-time options in the range 0.6 to 0.9 FTE can be considered.

Job Description

Organisational context and reporting line:

The IDEAL research programme <http://www.idealproject.org.uk/> is a major longitudinal cohort study of people with dementia and their family carers throughout Great Britain, expected to achieve significant impact. IDEAL is a social science research programme using mixed methods to examine factors influencing the possibility of living well with dementia and identify changes that could result in improved well-being for people affected by dementia. Involvement of people with dementia and family carers is a central pillar of the programme.

The IDEAL programme is co-ordinated by a core team within the College of Medicine and Health, University of Exeter, and conducted in collaboration with several other leading UK Universities and partner organisations. The original IDEAL study was funded by the ESRC for 5 years to 31st December 2018, and the follow-on IDEAL-2 study is funded for 5 years from 1st January 2018 to 31st December 2022 as an Alzheimer's Society Centre of Excellence. IDEAL-2 continues to follow the cohort and includes additional work-streams focused on the inclusion of diverse voices and perspectives. Embedded in IDEAL-2 is the INCLUDE COVID-19 rapid response project, funded by ESRC, which focuses on identifying and mitigating the individual and dyadic impact of COVID-19 and life under physical distancing on people with dementia and carers. INCLUDE started on 18th July 2020 and will continue until 17th December 2021, providing a COVID-related round of data collection with IDEAL cohort participants and using the evidence gained to create the Living Well Alongside COVID toolkit. The programme forms part of the dementia theme of the NIHR Applied Research Collaboration South-West Peninsula (PenARC).

The Research and Translation Impact Manager will be accountable overall to the Chief Investigator Professor Linda Clare, and line management will be provided by Programme Manager Dr Claire Pentecost.

Main purpose of the job:

The main purpose of this post is to identify opportunities to create impact based on research findings from the Alzheimer's Society Centre of Excellence IDEAL research programme and to translate research evidence from these studies into practical resources, initiatives and actions that can influence policy and practice and improve the experience of people with dementia and family carers, enabling them to 'live well' with the condition.

Main duties and accountabilities:

1. Lead on development and delivery of impact policies and plans for the IDEAL programme, consulting with the research team and partners to review capacity, knowledge and expertise, and identify gaps and areas for development to optimize the impact of the research.
2. Contribute to strategic briefings, papers and meetings on behalf of IDEAL, reporting back and carrying out related administrative tasks.
3. Apply and where necessary develop metrics to evaluate and record impact for IDEAL, and report this to the IDEAL project team, the funders and other stakeholders.
4. Lead on conducting and reporting on impact-related activity, strengths and capabilities, working with other colleagues as appropriate. For example, in partnership with Alzheimer's Society and other colleagues, develop and coordinate the IDEAL 2 impact work-stream, using research evidence to create an action plan for policy and practice development.
5. Work with Professional Services and other colleagues to ensure that impact from IDEAL is promoted in the most appropriate way. This will include developing resources in a range of accessible formats such as websites, leaflets, webinars etc. aimed at people with dementia, family carers, health and social care professionals, voluntary sector staff, policy-makers and other stakeholders, and specifically developing COVID-19 rapid response resources during the first half of 2021. Ensure an appropriate cascade of relevant information and opportunities through the institution and beyond.
6. Provide general and bespoke training, plans and tools to research team members and partners to enable and support the IDEAL team to deliver impact and engage effectively with non-academic audiences.
7. Identify and advise IDEAL stakeholders on internal and external best practice relating to research impact and ensure that this is shared across the programme and gaps and challenges are identified.
8. Work with colleagues including Professional Services to provide a platform for sharing impact development and understanding, in particular showcasing IDEAL impact.
9. Have oversight of all impact activity within IDEAL, and act as the coordinator for one or more institutional systems that track, monitor, capture and report on the research impact of IDEAL to the project team, funders and other stakeholders. Work with professional services as appropriate, to promote, contribute to, maintain and support communications through various channels.
10. Support IDEAL academics closely, collating information about impact, creating wider interest in the impact of Exeter research and taking a lead in processes to capture data about the impacts of the IDEAL and INCLUDE programs.
11. As a subject expert on research impact in fields relevant to IDEAL, maintain and disseminate expertise and sector knowledge around the impact discourse, including trends and emerging policy across the sector with key research stakeholders.
12. Represent IDEAL with other institutions and key external stakeholders involved in the impact agenda, and attend and present at IDEAL impact events and workshops, including developing and coordinating a Centre of Excellence impact event in the second half of 2022.
13. Provide expert advice to IDEAL team members and partners when developing IDEAL impact projects, including project economic analysis and impact evaluation, to ensure projects represent good value for money and are within budget.

14. Identify and develop new opportunities for IDEAL impact development working based on research findings, working closely with internal colleagues (College and PenARC) and stakeholders to build strong positive working relationships to facilitate a culture of co-creation and co-production.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Qualifications	Educated to at least first degree level or equivalent in a relevant discipline.	Masters or PhD in relevant discipline.
Experience	<p>Experience in delivery of research translation activities and impact evaluation in a health, social care or science focused environment.</p> <p>Experience in collaborating to co-create and co-produce accessible evidence-based resources.</p> <p>Experience of providing advice and support, as well as creatively developing activity around impact and/or economic development.</p> <p>Experience in consultation and negotiation.</p> <p>Experience in working independently with limited supervision, including experience in prioritising and working under pressure.</p> <p>Engagement with people living with dementia and family carers.</p>	<p>Experience or knowledge of the NHS, healthcare and voluntary sectors in the UK.</p> <p>Experience or knowledge of health and social care provision for people with dementia and family carers in the UK.</p> <p>Experience of involving people with dementia and family carers.</p> <p>Experience of influencing or policy work in these areas.</p> <p>Experience of using impact monitoring and evaluation tools, systems and metrics to evidence research impact.</p> <p>Experience of delivering training on impact and preparing and giving oral presentations.</p> <p>Experience of running focus groups and applying findings.</p> <p>Experience of working with creative professionals such as designers and a range of stakeholders to co-produce resources and outputs.</p> <p>Experience of organising events such as meetings or conferences.</p> <p>Experience of working with diverse groups of academics and external partners.</p>
Skills and Knowledge	Communication skills of the highest order that enable effective collaborations with staff and	Understanding of, and ability to interpret, statistical information.

	<p>external stakeholders at all levels.</p> <p>Excellent written English, free of grammatical or spelling errors. Clear fluent spoken English.</p> <p>High level of relevant IT skills including ability to manage social media accounts with social media management software, and ability to learn new systems.</p> <p>Excellent organizational skills with ability to work flexibly and prioritise multiple work streams.</p> <p>Able to co-ordinate the work of others and monitor progress to ensure work is completed on time and within budget.</p> <p>Able to build effective and positive working relationships with colleagues at all levels, collaborators, partners and other stakeholders.</p> <p>Excellent methodological, analytical and problem solving skills.</p> <p>Understanding and experience of providing and delivering an exceptional level of service.</p> <p>Able to write interesting and engaging text and present information in visual form to create outputs that engage the target audience.</p> <p>Able to monitor the effectiveness of impact-related activity and provide evidence of results.</p>	
<p>Attitude / Competencies</p>	<p>Team worker; able to work in a collegiate manner and build and maintain positive collaborative relationships.</p> <p>Able to work autonomously, prioritise and plan own workload, and deliver results consistently, with limited supervision. Able to work to deadlines where necessary.</p> <p>Well-organised and efficient; able to keep thorough and accurate records, and check and evaluate own work. Good attention to detail.</p> <p>Able to drive activities forward while using influence and negotiation skills to problem-solve.</p> <p>Able to respond flexibly and positively to changing circumstances or evolving needs of the programme.</p> <p>Self-motivated to achieve excellent outcomes.</p>	

	<p>Values aligned with ethos of the Centre of Excellence.</p> <p>Creative thinker.</p>	
Other	<p>Willingness to work flexibly to achieve targets.</p> <p>Good internet access to support remote working within the UK.</p>	<p>Own transport and current driving licence.</p> <p>Disclosure and Barring Service (DBS) approval.</p>

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.