



**REF Publications Manager, School of Education
Role and Responsibilities**

Grade	Ideally academic Level 8 or 9
Duration	Appointed for 2 years in the first instance Fractional appointment 0.2 FTE
Reporting* to:	Publications Lead and Director of Research
Appointment Process	Normally an internal appointment, at the discretion of the Head of School
Role Summary	The REF Publications Manager will manage the School's process of reviewing and identifying publications for its REF2021 submission. S/he will work closely with the School's Publications Lead, the Director of Research, RTG Leaders and the Head of School.
Responsibilities	Working within parameters set by the Publications Lead and the Director of Research, the REF Publications Manager is required to:
	1. Deposit in Enlighten publications with REF assessments, as agreed in the IRR process and thereafter as agreed through internal review process.
	2. Establish a process for reviewing publications for the School's REF2021 submission, drawing on internal reviewers identified by the Publications Lead and the Director of Research
	3. Establish a process of moderation to sense check assessments
	4. Deposit these assessments in Enlighten, as they are determined.
	5. Identify publications by researchers who were employed in the School from 2014 and departed before June 2020, for consideration for inclusion in the School's REF2021 submission. Include identified publications in the review process
	6. Establish a process to ensure the timely review of publications for REF2021 submission, aiming for a completion date as agreed with the Publications Lead and the Director of Research.
	7. Develop a process for monitoring the School's progress towards meeting its publication targets for the REF and provide regular updates of progress towards this completion target.
	8. Establish a process for reviewing manuscripts (including feedback to authors) prior to their submission to publishing outlets (i.e. journals, book publishers), voluntarily submitted by School researchers.
	9. Undertake other duties as required by the Head of School.

* NB: in this context, 'reporting' does not mean line management. Instead, it has the same meaning as School Directors of Learning and Teaching reporting to College Deans of Learning and Teaching