



Job Title: Research Associate - Impact

Unit/School: RIES

Grade: 5A/B

HERA: RIS008

Core purpose of role

The main purpose of this role is to contribute to the evidencing of impact activities and delivery of impact outcomes that support Cardiff Met's aspirations for REF2029. The post holder will work closely with Research, Innovation and Enterprise Services, Schools and internal and external stakeholders to collect, analyse and communicate evidence of research impact.

Key responsibilities and contributions

- Contribute to the gathering and auditing of impact data.
- Liaise with Schools, Units and RIES to support the collation of evidence of impact activity.
- Use research and data collection expertise to support successful impact outcomes.
- Conduct literature reviews, data searches and report writing activities.
- Present findings and promote knowledge sharing across the University.
- Support the delivery of economic, social and cultural benefits arising from research impact activities.
- Undertake additional duties as reasonably assigned by the University Impact Development Manager.



Person specification

Essential qualifications / Professional memberships

- Undergraduate degree or relevant experience.
- Registered or recently completed postgraduate student.

Essential experience, knowledge and skills

1. Experience of working within an academic environment on applied research projects.
2. Knowledge of a range of research methods and data collection techniques.
3. Excellent people and stakeholder engagement skills.
4. Effective written and verbal communication and presentation skills.
5. Ability to work independently and use initiative.
6. Strong organisational, administrative and time management skills.
7. Ability to plan and prioritise work to meet deadlines.
8. Ability to collate, manage and store data accurately.
9. Excellent attention to detail.

Desirable

1. Relevant postgraduate or professional qualification.
2. Knowledge of research impact and impact evaluation.
3. Experience contributing to reports, papers or publications.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				
C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post does not require a DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.