

Head of Research Development, Research Office

Job Ref: REQ16815

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Department summary

Loughborough is one of the UK's leading research-intensive Universities with internationally recognised strengths. Our [outstanding research](#) generates globally important work that is driven by society's need for solutions to real-life issues. In June 2016, Senate approved our ambitious new plans for research known as the CALIBRE (Collective Ambition at Loughborough for Building Research Excellence) framework. CALIBRE is an inclusive, comprehensive and forward-looking articulation of the research component of the University's [Building Excellence](#) strategy. Building Excellence sets out our ten-year vision in which research, teaching, enterprise and sport are integrated within four central themes. CALIBRE's 8 programmes (Research Leaders, Ambition, Beacon, Adventure, Thought Leadership, Global Challenges, Here to Stay and the Doctoral College), to be launched in 2016-17, align directly with the strategy themes and show how we can reach our collective ambition to deliver impactful world-class research across all disciplines. At the heart of the CALIBRE framework are the diverse but focussed research strengths driven by all 10 of our Schools, including our newly opened campus in London on the Queen Elizabeth Olympic Park.

The Research Office manages and supports the growth of the University's research portfolio, to advance the University's reputation for world-class research. The [Pro Vice Chancellor for Research \(PVC-R\)](#) has strategic responsibility for Research, including the CALIBRE framework. Supporting the Director of the Research Office, the Head of Research Development has a key role in the implementation of the CALIBRE framework along with the Academic Schools management teams. The Head of Research Development leads the centralised Research Development team within the Research Office. The team supports the various CALIBRE programmes (in particular the Beacon, Global Challenges, Ambition and Adventure areas) as well as broader research development activity, working with an Academic Lead and in partnership with academic colleagues across the ten Schools.

The Head of Research Development will be expected to work closely and undertake joint working in key areas with the Head of Researcher Development, who is the operational lead for the Director of the Doctoral College (Graduate School) providing support the Research Leaders, Here to Stay, Thought Leadership and the Doctoral College CALIBRE programmes.

The Doctoral College strand aims to develop and maintain a vibrant community of doctoral researchers at Loughborough. Its key objectives are to maintain a healthy population of doctoral students through attracting externally funded studentships, and building partnerships, and through the administration of internally funded studentships and to provide those students with a world-class, cohort based experience at Loughborough. Core members of the Graduate School staff are affiliated to Professional Services, including the Research Student Office, Centre for Academic Practice and Research Office, ensuring a seamless approach to doctoral training across key functions.

The post-holder with the support of the Director will be expected to integrate the services provided by the Grants and Contracts Officer (Pre-Award) team which supports the process of applying for external research funding, including its costing and pricing and the negotiation of appropriate contractual terms and conditions with those of the emerging Research Development team.

The final group within the Office is the Policy and Planning team which provides support for key committees, for REF (Research Excellence Framework) preparation and planning, as well as for publication strategy (including Open Access) as well as for Ethics and Governance requirements.

Job Description

Job Grade: Management and Specialist Grade 8

Job Purpose

The Head of Research Development will provide strategic and operational management of the University's research development activities including the following CALIBRE programmes and associated resource: Global Challenges (4 themes), Beacons (5 themes), Ambition (5 themes) and Adventure. The role will involve working effectively with the PVC-R, Director, Academic Leads, Research Development Managers (RDMs), Grants and Contracts Officers (RGCOs), Schools, external funders and collaborators to: (a) enhance the world-class reputation of Beacon areas (proposed areas include Sport and Exercise, Communication and Culture, High Value Manufacturing, Built Environment and Transport Technologies); (b) deliver multi-disciplinary world-class research solutions to the greatest societal challenges of the day through the Global Challenge areas (Energy, Changing Environments and Infrastructure, Health and Wellbeing, Secure and Resilient Societies); and (c) realise the potential of existing research areas where there is a solid foundation and an identifiable opportunity to achieve at a higher level, through areas identified in the Ambition programme, or other activity in relation to research funders or schools.

The post holder will have team leadership responsibility for the growing Research Development team, including both the RDMs and RGCOs. In addition, they provide senior support for broader Research Office matters and deputise for the Director as necessary.

Job Duties

Management of CALIBRE Programmes and Research Development

- Under the leadership of the PVC-R and in collaboration with Academic Leads for programme themes, provide strategic operational management and support for the following CALIBRE programmes: Global Challenges (4 themes), Beacons (5 themes), Ambition (5 themes) and Adventure. The associated theme areas within each programme will be supported by RDMs. This will include oversight of the following: resource allocation across the 4 programmes; alignment of programmes and themes; supporting the development of strategies and implementation plans; budget management of aspects of the CALIBRE budget, including internal funding schemes.
- Work closely with the Director in supporting the PVC-R with management and governance arrangements for the CALIBRE programmes and the broader research development remit, also working closely with the Head of Researcher Development relating to the Doctoral College activity.
- Provide strong research development expertise and guidance to the RDM team and academic colleagues to support the development of major research projects across a broad range of disciplines, especially those with significant complexity, a multi-disciplinary focus and/or of strategic importance.
- In growing the University's research development activity and CALIBRE themes, actively engage with regional, national and international strategic activities such as Midlands Innovation, Energy Research Accelerator (ERA), UK Collaboration for Research in Infrastructure and Cities (UKCRIC), regional Science and Innovation Audits etc., delegating to RDMs where appropriate. This may include aspects of proposal development or input into business cases, general project management or institutional representation.
- As part of CALIBRE or research development activity, work with the Head of Business Development (Enterprise Office) and Head of Researcher Development (Research Office) and other colleagues as appropriate to ensure the research development team effectively support the formation and/or enhancement of partnerships, working on areas of complementarity (e.g. ERA, Innovate UK bids, or large proposals around Doctoral Training Partnerships).
- With support from colleagues in the Marketing and Advancement team, to lead in the development and implementation of a marketing approach for CALIBRE and research at Loughborough University.

Team Leadership of the Research Development Team

- The post-holder will head up the expanded Research Development team, which currently comprises nine RDMs, one Research Development Assistant, one Grants and Contracts Manager, and 8 Grants and Contracts Officers. They will also provide strong leadership, motivating the team through a period of change and ensuring cohesiveness of approach between the GCOs and the RDMs. They will line manage the RDMs, and oversee the cycle from induction through to ongoing professional development. For 2016-

17 this will involve growth and changes to responsibilities within the team as closer team working is embedded.

- Coordinate the resourcing of four CALIBRE programme areas (Beacons, Global Challenges, Ambition and Adventure) and themes, and other projects as required. This will involve ensuring synergy and integration across programmes and themes.
- Oversee strategies, implementation plans and reporting mechanisms across the programmes, working closely with Academic Leads and RDMs. This will involve working closely with the Academic Leads and RDMs to develop a shared understanding of priorities and projects across the CALIBRE programmes.
- Working closely with the PVC-R, Director and key academics, to match internal capabilities with external funding opportunities, provide direction and guidance to the RDMs to increase research income, enhance engagement with key funders, improve quality via managed processes and peer review, and increase application success rates. Oversee funder engagement and interaction. Support the review and refreshing of existing peer review mechanisms as part of increasing success rates and research income.
- Lead the development of networks internally (schools) and externally (collaborators) and improve the visibility of Research Office and RDM team to enable more effective targeting of research funding opportunities and support for large and strategic funding applications.

Research Office general senior management responsibilities

- Support the Director in preparing Research Office management proposals and information including annual plans, budgets, resource plans, policy documents and other key documentation, taking a lead where appropriate. Assist the Director in managing the Research Office budget and associated cost centres.
- Represent Loughborough University, the Research Office and Research Development team on various external (as required) and internal groups and committees, including Research Committee. Chair meetings or provide secretariat as required.
- Work with the Director to implement any outcomes and new processes arising from change projects. This will also include integration and alignment of Research Office teams to provide clearer points of contact and support, and improve processes around the quality of proposals and support from the Research Office for research development activity.
- Have a broad overview of the Research Office activity and deputise for the Director as required across the various strands of research support. Working closely with other senior colleagues support the integration of activities across the Research Office, including the Doctoral College.
- Maintain a thorough and up-to-date knowledge of key initiatives and developments in the Higher Education and Government Research landscape, cascading key information internally.

General Duties

- Represent the University senior team internally and the University externally, as appropriate.
- Participate and represent the University in relevant national networks such the Association of Research Managers and Administrators
- Appraise and advise staff on personal and career development plans.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as Chair of committees and working groups.
- Engage and support training programmes in the University.
- Undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to: Director, Research Office.

Responsible for: Staff within the Research Development team.

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Knowledge of the national and international research environment.	1,3
	Significant team leadership and line management experience, with experience of having recently led a large team.	1,2,3
	Extensive project or programme management experience, ideally of a programme of interlinking areas involving multiple stakeholders.	1,2,3
	Experience of successfully managing a team and programme or project through change.	1,2,3
	Experience of the development and management of a Research portfolio within a research active university.	1,3
	Extensive experience of facilitating and supporting the development of large major or strategic research projects (value in the millions), or complex collaborative funding applications involving several institutions and organisations; with a track record of success across a broad range of subject disciplines, type of proposal and funders.	1,3
	To have several years' experience of working with a range of UK research funders, together with a thorough knowledge of international research and other funding programmes and associated procedures.	1,3
	Significant experience of interaction with internal and external partners, and maintaining a network of contacts.	1,3
	Experience of delivering presentations, chairing meetings etc.	1, 3
Skills and abilities	Strong people management and team leadership skills.	1,3
	Excellent interpersonal and verbal communication skills. Experience of communicating to staff at all levels internally and externally.	1,2,3
	Ability to lead and manage multiple projects and large programmes, identify priorities, manage both own and team's workload, and delegate work effectively.	1,3

	Excellent written communication skills, with the ability to support writing successful, high quality research proposals and other types of documentation including business plans, strategies, policy documents and briefing papers.	1,3
	Highly developed analytical skills, evidenced through the possession of a PhD or significant other relevant experience or qualifications, with the ability to analyse, interpret and prepare data, reports and documents and other management information.	1,3
	To be numerate and possess solid financial, project management & ICT skills.	1,3
	Evidence of skills and ability to lead and manage through change, with personal resilience, flexibility and ability to problem solve.	1,3
	Evidence of skills of persuasion and diplomacy.	1,3
Training	Demonstrate evidence of having undertaken further relevant training.	1,3
	Willingness to undertake training as appropriate.	1,3
Qualifications	A good honours degree	1
	Recent and relevant professional Leadership and Management qualifications (eg ILM, MBA, ARMA training or other) or evidence significant practical experience.	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to travel occasionally where appropriate	1,3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	An understanding of the full life cycle of research support within a University.	1,3
	Previous experience of working in a University central Research Office	1,3
	An understanding of and an empathy with the research environment of the University and its significance for the University, its departments' individual researchers, students and the wider community.	1,3
	An understanding of research policy, impact, research analytics and research information management. Knowledge with regard to Research Excellence Framework, open access and policy developments.	1,3
	Experience of research Management Information Systems and other sorts of software package to manage financial and research-related information.	1,3
Skills and abilities	An ability to understand general research finance, and costing and pricing in relation to research proposals.	1,3
	Knowledge /experience of contract preparation and negotiation.	1,3
Qualifications	A postgraduate research degree	1

Conditions of Service

The position is full time and open ended. Salary will be on Management and Specialist Grade 8, £49,772 - £55,998 per annum (2016-17 pay award pending), at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquiries should be made to Peter Townsend, Director by email at p.a.townsend@lboro.ac.uk or by telephone on 01509 222450.

Applications

The closing date for receipt of applications is **Friday 30 December 2016**. Interviews will be held on **Friday 20 January 2017**.