

Research Development Manager (0.5 ft) 9 Months Maternity Cover in the First Instance

Job Ref: REQ180781

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The post is offered as a fixed term maternity cover, for 9 months in the first instance. The role is a 0.5FTE job share arrangement working all day Monday and Tuesday and Wednesday morning.

School/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. The Research Office has a key role in the implementation of the CALIBRE framework along with schools. The Deputy Director 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 schools. Other Research Office roles, which report to the Head of Researcher Development, support the Research Leaders, Here to Stay, Thought Leadership and the Doctoral College CALIBRE programmes, though there will be close interaction and joint working in specific areas.

The Graduate School (evolving into a Doctoral College within the CALIBRE framework) plays a key role in supporting, developing and maintaining a vibrant community of doctoral researchers at Loughborough, its key aims 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, privileged and highly networked 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.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

To provide research development support in delivery of defined programme areas within the CALIBRE framework (Beacon, Global Challenges, Ambition and Adventure programmes). To work effectively with the Academic Leads, other colleagues within the Research Office, with 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 also support relevant schools, and oversee activity in relation to key research funders. A particular focus of the role will be on improving the quality and success of research funding applications (for example via internal funder Peer Review Colleges and managed processes), and supporting major multi-disciplinary or strategically important bids emerging from CALIBRE programme areas and specific funder strategy/development groups (e.g. Global Challenges Research Fund). This will help to grow the University's international research reputation, and also its external income.

The broad portfolio of research development activities to include specific programme areas, schools and types of funder will be defined as part of the annual review process, objective setting and through regular meetings between the Deputy Director and the post holder in liaison with Academic Leads.

Job Duties

Research Development

- Play a lead role in the development and delivery of activity within the University's CALIBRE programmes and areas, including the development of strategies and implementation plans, working with Academic Leads.
- Develop relationships with academics across the University, and in relevant schools, in order to facilitate engagement with opportunities for inter- and multi-disciplinary research with internal and external partners.
- Coordinate the development of relationships with potential research funders (where appropriate via the funder strategy/development groups or internal funder Peer Review Colleges), in the private, public and voluntary sectors, and to be proactive in identifying new opportunities for academic colleagues to engage with such organisations.
- Advise and support academic and professional colleagues with regard to the identification of funding opportunities and the development of research proposals.
- Horizon-scan to identify major funding opportunities and co-ordinate processes and activity to fully realise key openings as they emerge. Keep up to date on new policy developments and funding programmes, cascading information via appropriate media and networks.
- Play a lead role in the scoping and preparation of major multi-disciplinary and/or strategic funding applications.
- Co-ordinate, steer and support the development of University-wide bids, centres and institutes, in particular those within the CALIBRE programmes and areas (Beacon, Global Challenges, Ambition and Adventure), and strategic initiatives identified via the research funder strategy/development groups, PVC-R, or Director/Deputy Director of the Research Office.
- Work closely with a range of colleagues to ensure synergy between CALIBRE programmes and activity in schools (e.g. support for School Research Action Plans), including: Academic Leads for the CALIBRE programmes and themes, Associate Deans for Research and other staff based in schools.
- To support (as required and linked to CALIBRE programmes and areas) key projects requiring research development input, for example regional activity in relation to the Midlands Innovation partnership, Energy Research Accelerator (ERA) and other key national and international activities.
- Develop networks internally and externally to enable researchers and academics to grow research activities, including organising workshops and events. Where appropriate these will be in conjunction with other relevant

professional services e.g. training in conjunction with the Doctoral College and Centre for Academic Practice, external events with Marketing and Advancement.

- As part of research development activity, work with Enterprise Office colleagues to support the formation and/or enhancement of partnerships with business, public and voluntary organisations. Work with colleagues in the Enterprise Office on one-off specific projects, and areas of complementarity (e.g. Innovate UK bids).

General duties

- Represent the Research Office and University internally and externally, as appropriate.
- Carry out specific administrative roles and functions as may be reasonably required e.g. to take part in or act as chair of committees, boards and working groups, whether within the University or externally, as appropriate.
- Engage with and support training programmes in the University.
- Develop resources and web content to support the remit of the Research Development team and CALIBRE programmes.
- 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

Reporting to the Head of Research Development within the Research Office.

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	1,2
	Experience of supporting and drafting collaborative research funding applications with a proven ability to support and contribute to writing successful, high quality research proposals	1,3
	Significant experience of interaction with external partners and maintaining a network of contacts	1,3
	Experience of adapting own skills to new circumstances	1,3
	Experience of delivering presentations and communicating to staff at all levels internally and externally	1,2,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Excellent project management, financial and ICT skills	1,3
	Excellent analytical skills with the ability to interpret and disseminate information from complex strategic documents and funding calls	1,3
	Evidence of skills of persuasion and diplomacy	1,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to manage multiple projects, prioritise workload, work to deadlines, and use initiative	1,3
	Ability to developing creative approaches to problem solving	1,3
Training	Demonstrate evidence of having undertaken further training	1,3
	Willingness to undertake training as appropriate	1,3
Qualifications	A good honours degree or equivalent 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	Experience of working in a research support environment	1,3
	Experience of supporting collaborative research projects in an academic, industry or public sector setting	1,3
	Experience of driving large multi-stakeholder projects	1,3
Skills and abilities	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3
Qualifications	Postgraduate qualification or equivalent experience in a relevant area	1,3

Conditions of Service

The position is 0.5ft and fixed term, working all day Monday and Tuesday and Wednesday mornings. Salary will be on Management and Specialist Grade 7, £39,992-£47,722 per annum pro rata, 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/>

Applications

The closing date for receipt of applications is Sunday 14th October 2018.

Interviews will be held on Thursday 25th October 2018.