

ERA Skills Manager

REQ190593

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The Energy Research Accelerator project is a strategic collaboration that brings together 9 core academic partners (the Universities of Aston, Birmingham, Cranfield, Keele, Leicester, Loughborough, Nottingham and Warwick and the British Geological Survey) and a large number of private sector collaborators. This high-profile, programme consists of a £60M capital investment from government and £120M of match drawn from a large number of stakeholders. It is a flagship project for the Midlands Innovation university partnership, successful delivery of the programme is critical, which aims at delivering a transformation in energy innovation in the Midlands Skills development is an essential component of ERA and has already seen the creation of a cohort of 50 PhD students working on collaborative research. For more information see: www.era.ac.uk

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

The ERA Skills Manager will lead the development of Phase 2 of the ERA Learning Academy. The role will devise and implement an innovative approach to growing the talent pipeline in Energy research, to include doctoral and post-doctoral researchers and beyond, to explore opportunities for continuing professional development and apprenticeships, and to ensure that the investment in ERA research facilities is maximised through the development of highly skilled, industry-ready researchers capable of working at the interface between industry and academia, and at the interface of disciplines relating to energy research.

ERA has already successfully established a Doctoral Training Partnership across the consortium, providing a high-quality approach to training and development for ERA doctoral researchers. This role will lead the strategic development of the ERA Skills Academy building on the successfully delivered Doctoral Training Partnership model. A particular focus will be on securing external funding to support the future growth of the initiative, and in establishing and advancing the ERA Learning Academy brand as a national centre of excellence in advanced energy-related training and capability development. The role will help to cement the position of ERA as a leading consortium in Energy Research, working with external partners to bring in best practice and draw upon wider networks to the benefit of ERA researchers. The role holder will be required to work closely with academic and professional services staff based at all partner institutions and industry to fully understand the aims and objectives of the ERA Learning academy. They will work under the strategic direction of the ERA Skills Academic lead, and the ERA Director and under the line management of the Head of Researcher Development based at Loughborough University.

Responsibilities will include developing an expanded ERA Learning Academy offering, liaising with industrial partners to secure sponsorship for students and their participation in activities; maintaining budgets; contributing to the maintenance of the ERA website; promoting ERA skills academy activities across the consortium and externally; and capitalising on the opportunities the Learning Academy can offer to secure further funding for ERA research at the partner universities.

Job Duties

- To develop the ERA Doctoral Training Partnership to ensure continuation of the activity, secure legacy and demonstrate impact
- Develop funding bids to external agencies to support energy-related training associated with ERA capabilities
- Establish and maintain key contacts at partner institutions, to enable the collection of information relating to ERA to enable the development of the ERA Skills Academy. This will require building relationships with senior academic staff, professional services staff and a high level of self-motivation and persistence will be needed.
- The post-holder will need to use their own initiative and judgement to find the best approach to building the next stage of the ERA Skills Academy.
- Manage the programme of activities for the Doctoral Training Partnership, including designing and where appropriate facilitating sessions with all partners including senior academic and professional services colleagues at the partner institutions, identify suitable co-facilitators/leaders (academic/other staff) to contribute to the programme
- Create and curate a set of on-line learning resources for the benefit of all academy members.
- Propose and initiate a model for an expanded ERA Skills Academy including coordinating the cohort experience for ERA doctoral students.
- Horizon-scan to identify future funding opportunities
- Work closely with academic and professional services staff based at Loughborough University and other partners including the ERA Skills Lead, the Director and the ERA Chief Operating Officer to fully understand and implement the aims and objectives of ERA. Undertake, in a timely manner and under own initiative, to keep all relevant parties up-to-date with progress with the project, including reporting at high level meetings
- Travel to partner institutions will be required to build contacts and networks and gather information for the mapping.

Points to Note

Although the postholder will be an employee of Loughborough University, the role requires building strong collaborative links with the other ERA partners, with regular travel to and activities based across the region.

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 the Head of Researcher Development.

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	Experience of designing, implementing and delivering innovative approaches to researcher development	1,2,3
	Experience of engaging with and influencing external and internal partners and stakeholders	1,3
	Experience of organising events and multi-partner meetings	1,3
	Experience of creating websites and databases	1,3
	Experience of communicating complex information orally and in writing	1,3
Skills and abilities	Advanced skills in analysing training needs at the highest levels	1, 2,3
	Advanced skills in the design, delivery and commissioning of training programmes	1,2,3
	Demonstrated ability to mobilise and lead projects across multiple institutions engaging at senior levels with minimum supervision	1, 2, 3
	Ability to facilitate and manage meetings to achieve goals	
	Ability to devise strategic plans for complex collaborative partnerships	1,2,3
	Ability to represent the ERA its partners with external partners and stakeholders	1,3
	Ability to collect, assimilate and communicate complex information to a range of stakeholders and staff, including writing bids for funding	1,3
	Skilled in using own initiative and judgement to find creative solutions to problem solving and undertake tasks with no precedent	1,3
	Ability to manage competing tasks and priorities and changing situations	1,2,3
	Excellent problem-solving skills	1,3
	Excellent communication skills	1,3
	Ability to identify funding opportunities and contribute to the bidding process	1,3
	Able to build and develop a cohort approach to researcher training across different partners	
Ability to devise success measures, evaluate initiatives and communicate learning	1,3	
Training	Willingness to undertake further training as required	1,3
	A record of appropriate CPD	
Qualifications	A good honours degree or equivalent professional experience	1,3
	A Postgraduate Qualification	1,3
Other	Ability to work flexibly across 89 Universities in the midlands	1,3
	Willingness to travel	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with ERA partners	1,3
	Has an understanding of the potential tools for collaboration which could be employed by ERA	1,3
	A general understanding of ERA including the aims, scope and magnitude of the scale of the task	1,3
Skills and abilities	Ability to manage a budget	1,3
Qualifications	A Doctorate	1,3

Conditions of Service

The position is full time, it is available immediately and is fixed term until 31 July 2021. Salary will be on Management and Specialist Grade 7, (£40,792 - £48,677 per annum), 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 Grade 6 and above 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 11 August 2019**.

Interviews will be held on **Thursday 22 August 2019**.