

## Research Centre Manager

Job Ref: REQ221485

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**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 Intelligent Automation Centre's mission is to deliver breakthroughs in productivity, agility, and resilience through fundamental research in automation and robotics. We believe in enabling people and organisations to remove traditional barriers to maximise their benefits from automation. We promote multi-disciplinary working bringing together expertise from manufacturing, mechanical, electrical and systems engineering, computer science, design, mathematics, and economics. We work very closely with our industrial, research & technology organisations and academic partners to deliver excellence from original conception through to industrialisation.

### Purpose of the Centre

The aim of this multi-disciplinary, cross-sectorial Research Centre is to create and deliver the means for building the next generation of smart, collaborative industrial robotic systems. The Centre will be led by the Intelligent Automation Centre based in the Wolfson School of Mechanical, Electrical and Manufacturing Engineering at Loughborough University. It involves six universities (Loughborough, Bristol, Cranfield, Dundee, Strathclyde, and Warwick) and >50 industrial and international partners. The Centre's mission is to develop the national research agenda for industrial automation and robotics, demonstrate and test breakthrough technologies, inform government policy, and raise public awareness. To achieve this, the Centre will investigate new and transformative robotics and automation concepts, respond to industry led challenges, and build a community to overcome current fundamental barriers and limitations for the wider adoption of robotics in industry.

### Job Description

#### Job Grade: Management and Specialist Grade 7

#### Job Purpose

The objective of this position is to manage this new Centre, to run its day-to-day activities, working closely with the Principal Investigator (PI) and the academic team across the partner universities. This will include recruitment, budget management, project reporting and liaison with project sponsors, collaborators, and partners. The role will also require close working with the Centre PI and management group to co-ordinate, monitor and facilitate the research, innovation, and outreach activities of the Centre. Where appropriate, the Centre Manager will facilitate the project advisory and steering groups. In addition to the day-to-day management, the role's other objectives are to promote the work of the group and project outputs through all channels including social media; to work closely with the Centre's academics to identify and develop new opportunities and provide support for research proposals; and to establish a project framework, reporting and communication strategy in this national multi-partner project.

The Centre Manager will work closely with other professional services colleagues within the Wolfson School at Loughborough and at partner institutions to ensure that research, innovation, and outreach activities are supported effectively. It is expected that this role will help establish the new Centre as a national centre of excellence and grow its partnership and project portfolio.

## **Job Duties**

- To take responsibility for the day-to-day operational management of the Centre, including HR processes, financial management, resource management, administration to ensure efficient running of the projects.
- To co-ordinate the development and implementation of overall Centre strategy, industrial feasibility projects, and ongoing related project proposals.
- To act as a first point of contact and to respond to enquiries from Centre academics and partners and assist them in the completion of their projects and the transfer of their research outcomes.
- Responsible for Centre outreach to user groups, industry, external universities, Government Offices; to actively promote the work of the Centre to relevant external bodies (such as industry, government, and local authorities).
- To develop the Centre's profile as a national centre of excellence and point of contact for industrial partners and stakeholders.
- To manage the day-to-day operation of the Centre and work alongside with the Centre PI and management group.
- To contribute to the development of and oversee the Centre KPIs and report progress to the management group.
- To liaise with the various project funders to ensure that the reporting requirements are followed and fulfilled and coordinate the production of periodical reports to the Strategic Advisory Board.
- Responsible for maintaining and updating the Centre's risk register.
- Responsible for developing and maintaining all appropriate databases and records of the Centre's activities, ensuring production of necessary documentation, including final project reports.
- To assist with the development and maintenance of data management tools for research data.
- To assist with the recruitment of academic staff and students, preparing job descriptions, taking part in shortlisting and interview panels.
- Responsible for managing budgets and producing financial reports relating to the projects within the Centre and the overall Centre's activities in accordance with current University accounting practices, working with staff in the Research Office as appropriate.
- To take responsibility for the processing of contracts and other formal documentation working closely with specialist teams in the Research and Enterprise Offices of both Loughborough University and collaborating partners for any follow up projects or enterprise spin-offs.
- Responsible for organising, attending, and minuting Management Board and Advisory Group Meetings, contributing to the decision-making where appropriate, and compiling and circulating related documents.
- Responsible for organising and administering internal and external seminars, workshops, meetings, conferences, and other events as and when required.
- Responsibility for maintaining the Centre's website and social media accounts and ensuring content is regularly updated.
- To maintain confidentiality and ensure that GDPR compliance is met for all personal data handled and stored in the Centre.
- To engage in training programmes in the University (e.g. through Staff Development) which are consistent with your needs and aspirations and those of the Centre.
- To undertake any further duties that are required to facilitate the smooth running of the Centre including, where necessary, administrative support.
- To support the EDI strategy of the Centre.

## **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: Operations Manager of the Wolfson School for Line Management, but on Centre matters to the Centre Director.

Responsible for line management of a part time Administrator also supporting the Made Smarter Innovation Centre.

## Person Specification

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	Substantial related professional and/or academic experience.	1, 2, 3
	Proven experience of establishing effective processes and providing high level administrative support, specifically for multi-institutional centres and international projects.	1, 2, 3
	Proven experience of interfacing with government/industry/civil society and developing strong relationships with multiple partners and stakeholders in both academia and industry.	1, 3
	Proven experience of developing and managing relationships with multiple partners.	1, 3
	Experience of developing databases and maintaining accurate records.	1, 3
	Experience in organising conferences and events.	1, 3
Skills and abilities	Proven ability to produce high quality written and verbal reports.	1, 2, 3
	Excellent oral communication and interpersonal skills for a diverse range of different audiences.	2, 3
	Working knowledge of word processing, presentation, and project management software packages.	1, 3
	Proven ability to produce financial and project reports.	1, 3
	Proven project management skills.	1, 2, 3
	Proven business development skills.	1, 2, 3
	Proven ability to work on own initiative but also as part of a team to collaborate with others.	1, 3
	Ability to respond immediately to changing priorities and rationalise competing demands.	1, 3
	Ability to deal with a wide range of complex enquiries.	3
	Maintenance of strict confidentiality at all times.	3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	3
Qualifications	University degree or comparable significant relevant experience.	1, 3
Other	Commitment to observing the University's Equal Opportunities policy at all times.	3
	Willingness to travel on behalf of the project including overseas, and outside of core hours.	3

### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of managing large externally funded research projects.	1, 3

	Experience of producing financial reports related to research projects.	1, 3
	Experience of Chairing/Servicing committees	1, 3
	Experience of producing progress and financial reports for funders.	1, 3
	Experience of working within a Higher Education environment.	1, 3
	Experience of working with international partners and stakeholders.	1, 3
	Experience of working with government agencies and preparing policy documents.	1, 3
Skills and abilities	Ability to write for a range of different academic and non-academic audiences.	1, 3
	Competence in social media use and website maintenance.	3
	Knowledge of marketing and promotion through traditional and electronic media.	1, 3
	Knowledge of reporting requirements of funding bodies.	1, 3
Qualifications	PhD degree or comparable significant relevant experience.	1, 3

## Conditions of Service

### Condition of Service

The position is part time (at least 3 days per week) to full-time and fixed-term until March 29, 2025. Salary will be on Management and Specialist Grade 7 (£43,414- £51,805 per annum), at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grade 7 and above, 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>.

The University offers a wide range of employee benefits which can be found [here](#).

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/>