

## Trusted Research Manager

Job Ref: REQ230586

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Estates and Facilities Management, Finance, and HR.

### Job Description

**Job Grade:** Management and Specialist Grade 7

**Based:** Research and Innovation Quality, Policy and Culture Team, Research and Innovation Office

### Job Purpose

The Research and Innovation (RandI) Trusted Research Manager is responsible for enabling cross-University compliance with established and emerging governance policies and regulatory requirements, developing and delivering a strategic and operational service to the University to ensure appropriate standards of trusted research and due diligence. The role will work across academic disciplines and professional services, leading the institutional response as appropriate.

This role is a new post and has been developed in response to a greater focus on facilitating an enhanced research culture that is exciting and innovative but also is mindful of good and responsible practice, compliant in nature with governance requirements, and operates with rigour and integrity. As such, it will play an important role in supporting the University's exciting ambitions to increase research and innovation income and translation of research to application over the next few years.

The Research and Innovation Office provide a wealth of knowledge, expertise and experience to manage and support the growth of the University's research and innovation. The [Pro Vice-Chancellor for Research and Innovation \(PVC-RI\)](#) has strategic responsibility for research and innovation, how it is conducted, and the creation of a professional, compliant and responsible RandI culture. This role provides a fantastic opportunity to collaborate with the existing team in the Research and Innovation Office, other professional services and external national bodies. The post-holder will be a recognised source of specialist knowledge based on a working knowledge of trusted research, due diligence and security-sensitive research issues.

### Job Duties

The following list of job duties is indicative and may change and evolve as institutional strategy develops or as specific needs are identified by the Research and Innovation senior management team:

- **Strategy and Planning**

- Maintain a proactive oversight and embedding of new national policy initiatives, regulations, legislation, concordats and sector-wide best practice related to trusted research and due diligence after due consideration of implications for the University in terms of existing policies, processes and systems and risk assessment of current and prospective activities.
- Lead on the development, updating and provision of institutional external reporting requirements.
- Inform the development of the University's Trusted Research Agenda, ensuring robust policies and processes are in place for research compliance issues such as the National Securities and Investment Act 2021 and the emerging Foreign Influence Registration Scheme.
- Work collaboratively with Legal Services to offer expert views on the demands and application of Export Control legislation and engagement with the Export Control Joint Unit (ECJU).
- Work closely with researchers, professional services and internal Committees to carry out regular reviews of on-going collaborations and associated mitigation plans, project changes and cultural shifts to identify, understand and assess risk.
- Build a network of relevant contacts across the sector and support engagements with the public, funding bodies, regulatory bodies and emerging groups such as RCAT (the Research Collaboration Advice Team) within BEIS, to identify opportunities for proactive University approaches and raise the profile of the University.

- **Service Delivery**

- Lead delivery of expert advice, guidance, training and support to researchers, management and professional services staff, being the first point of contact in relation to risk and regulatory issues such as the Trusted Research agenda, the National Security and Investment Act 2021 and other applicable legislation and best practice frameworks. Externally be the key point of contact for engaging with bodies such as RCAT.
- Lead the provision of effective service to the University Ethics Review Sub-Committee, Research and Innovation Committee, and Audit and Risk Committee as required.
- Provide internal and external reports on relevant activity and challenges and recommend changes in existing University policy, processes, systems and procedures. Work with the Head of RandI Quality, Policy and Culture to drive the implementation of agreed changes. Use an iterative feedback and development approach to continually offer a fit for purpose service.
- Assist with audits undertaken by any applicable regulatory body and lead on internal compliance audits as required
- Build effective and collaborative working relationships with academic Schools and other University Services to help support compliance and maintain an awareness of areas of potential or real high-risk activities for monitoring and mitigation purposes, through development of an auditable repository.

- **Leadership**

- Champion key initiatives, engaging with stakeholders across the organisation, to help build a culture of responsible national agendas regarding Trusted Research and due diligence
- Work closely with the Head of RandI Quality, Policy and Culture and the Legal Services Team to ensure they are well versed in the legal, regulatory and practical considerations associated with Trusted Research issues and changing external risk environment
- Convene a community of practice around Trusted Research considerations for those colleagues (in the Academy and Professional Services) most likely to be responsible for activities engaging with the relevant legislation and regulations
- In collaboration with the Head of RandI Quality, Policy and Culture set and monitor clear objectives, foster communication and collaborative working with colleagues in RIO but also Legal Services, IT, Registry and HR.

- **Other**

- To represent the University on national and international bodies as appropriate
- To undertake any other duties which may reasonably be required by the Head of RandI Quality, Policy and Culture that are commensurate with the nature and grade of the post
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office
- This role may require some flexibility in working hours

**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 and Procedures.

All staff should hold a duty and commitment to observing the University's Equality and Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality and 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 Randl Quality, Policy and Culture.

## 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/ Presentation (incorporated in the interview stage)
- 3 – Interview

### Essential Criteria

| Area                 | Criteria  | Stage |
|----------------------|---|-------|
| Experience           | Extensive knowledge and experience of the HEI sector and the organisational and research culture of HEIs  | 1,2,3 |
|                      | Excellent domain knowledge of trusted research, due diligence. export control frameworks and associated legislation, how they apply to HEIs and their activities, and the risks of non-compliance       | 1,3   |
|                      | Ability to use discretion and judgement when dealing with confidential and sensitive data   | 1,3   |
|                      | Provision of an effective expert service, guidance, strategic thinking and collaborative activities within a research and innovation environment  | 1,3   |
|                      | Developing, collaborating and capitalising on the use of external stakeholders, advisory and expert networks to gain early intelligence, share best practice and influence thinking                     | 1,3   |
|                      | Experience of consulting with regulatory bodies and their reporting requirements regarding governance, compliance and risk mitigation   | 1,3   |
| Skills and abilities | Effective communication skills: verbal and written, including report/proposal writing and editing skills. Specific emphasis is placed on the post holders negotiation and influencing skills.           | 1,2,3 |
|                      | Good analytical skills with the ability to interpret and disseminate information and data from complex documents  | 1,2,3 |
|                      | Demonstrable influencing and persuasion skills across different stakeholder groups  | 1,3   |
|                      | Proven capacity to work flexibly, independently and as part of a team   | 1,3   |
|                      | Ability to prioritise workload, work to deadlines, and use own initiative   | 1,3   |
|                      | Sufficient ICT competency to support the demands of the role (main software used include MS Word, Excel, PowerPoint, Outlook, Teams) and a willingness to learn new systems                             | 1,2,3 |
|                      | Flexible, adaptive and solution-orientated approach to work. An organised approach to dealing with different types of work and themes and an ability to think on one's feet under pressure              | 1,3   |
| Training             | Willingness to undertake training as appropriate  | 1,3   |
| Qualifications       | An honours degree or equivalent experience  | 1     |
| Other                | Knowledge of equal opportunities and an 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           |   |       |
|                      | Good level of matrix management and/or change management experience   | 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 full time and open ended. Requests for Job share and part time working may be considered in exceptional circumstances. Management and Specialist grade 7 from £44,414 to £52,841 per annum. Subject to annual pay award. 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/>