

Head of Research and Innovation Quality and Policy

Job Ref: REQ230644

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 (RIO) 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 8

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

Job Purpose

The Head of Research and Innovation Quality and Policy is responsible for supporting the creation and maintenance of a high quality, responsible and future-facing research and innovation environment and culture across the University; one that meets the requirements of today but anticipates and reflects future demands and expectations. A credible and relevant R&I environment and culture comprises University policies, processes, systems, approaches, principles and behaviours that span: effective governance and compliance with regulations; ED&I considerations and mindful best practice; operating with integrity and responsible innovation to deliver recognised excellent research that is open to all; collaborations with trusted partners to protect UK assets; and supporting the development and careers of R&I leaders. This role will be responsible for a team that supports these aspects, seeking to raise awareness, provide expert support and guidance, and drive implementation and operating practices as required, working across Schools, Professional Services and with senior leaders to do so.

This role is a new post, leading a team that delivers strategic and operational support to the University in regards to research policy, culture and compliance, and has been developed in response to a greater focus on facilitating an enhanced research culture that is exciting and innovative, forward looking, and generates excellent research, outputs and outcomes. 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, including the generation of excellent research within a progressive, inclusive, responsible and compliant R&I culture and environment. 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.

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 & Innovation senior management team:

• Strategy and Planning

- To work with the RIO Senior Management Team (SMT) to develop a RIO strategy and drive effective co-ordination, optimisation, integration and service development in the context of the University Strategy and its ambitions.
- To represent the RIO on University committees, shaping the resulting strategies and thinking to reflect both the external policy, culture and compliance environment as well as internal priorities
- Pro-actively undertake regular horizon-scanning to maintain understanding and anticipate changes in national and international developments, government legislation and regulatory requirements, funder expectations, and sector-wide best practice. In addition to ensuring legal/regulatory compliance is met, remain cognisant of the broader reputational, commercial and security risks that arise from R&I national and international activities.
- Develop a deep and up-to-date knowledge and understanding of R&I sector trends, key priorities and latest developments through early intelligence, policy and data analysis and stakeholder engagement, anticipating emerging trends or demands. Apply critical analytical thinking to generate options and/or recommendations for change or enhancement to university policies, thinking and positioning to senior leaders in collaboration with the Director of R&I.
- Take responsibility to raise awareness of the impact of external changes to R&I quality, policy and culture agendas to existing University policy, processes, systems and procedures, and drive the implementation of any changes required. Ensure that senior management, Committees, researchers and professional services staff are appraised of any changes through the development of high quality and timely communications, support, guidance and training.
- To be a proactive advocate for equity, diversity and inclusion (ED&I), supporting the Director in ensuring RIO makes tangible progress in line with expectation and beyond, enabling real change within the R&I environment in line with strategic ED&I University priorities.

• Service Delivery

- To develop and deliver a value added, fully integrated and high-quality service to the University, Professional Services and the Academy to sector-leading standard, as bench marked against peer institutions. Keep abreast of emerging and alternative approaches to delivering RIO's operational duties within the HE sector and internalise where required.
- Drive the delivery of expertise and guidance for the Academy regarding R&I quality, policy and culture agendas and create a suite of effective tools to support academic self-learning.
- Be the professional services lead for future Research Excellence Framework (REF) exercises, coordinating the professional services functions responsible for REF planning, development and submission including underpinning processes, systems, policies, and data collection and review.
- To lead the provision, communication and facilitation of management information for University purposes such as Ethics Committee, the Human Tissue Act Committee, R&I Committee and the Trusted Research Group and for external purposes such as UKRI, HESA, UKRIO and the HTA.
- Lead the addressing and mitigation of risk in regards to the ethical sensitivity of potential projects, active management of due diligence and assessment of partnerships, and consideration of factors in relating to carrying out 'trusted research'
- To support the conduct of ethical and due diligence reviews at the University, ensuring it is future focussed and embedded within the community as part of a wider initiative to foster a compliant environment that reflects awareness on internal and external regulations, requirements and policies.

• Leadership and Line Management

- Champion best practice and work collaboratively with researchers and senior managers to generate engagement and understanding, and to capture and amplify R&I cultural activities and impact. Support the management, implementation and evaluation of a portfolio of R&I culture activities that will have University-wide and/or School-based impact, to enhance a positive, stimulating and inclusive research and innovation culture.
- Be the lead institutional adviser and first point of contact for both academic and professional services colleagues in relation to risk and regulatory issues including but not limited to: 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 the Research Collaboration Advice Team (RCAT). 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).

- Represent the University, participate in and influence national and international professional bodies, networks and stakeholder agendas. Play a lead role in drafting responses on behalf of the University to sector-wide consultations or responding to audit requirements.
- Build a network of relevant contacts across the sector and support engagements with the public, funding bodies, regulatory bodies and emerging groups to identify opportunities for proactive University approaches and raise the profile of the University.
- To provide mentorship, training and guidance to the Team as required, to help them manage and prioritise their workloads and encourage staff to show initiative, making best use of their experiences and skill. Display a deep commitment to the support and development of colleagues in order for them to succeed and thrive in their roles.

- **Other**

- To engage in professional level development which is consistent with the needs and aspirations of the post-holder, the Office and the University
- To establish effective, transparent and regular communications and working relationships with key stakeholders in University Senior Management, the Schools and other Professional Services To 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 and 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 Director of Research and Innovation.

Responsible for the R&I Governance and Integrity Manager and the Research Excellence Policy and Implementation Manager

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, funding and research culture of HEIs	1,2,3
	Demonstrable knowledge of a number of relevant areas such as research policy and assessment, R&I culture expectations and trends, regulatory and ethical policies, responsible metrics, and trusted research / due diligence, supported by experience of management and facilitation.	1,3
	Significant team leadership, line management and change management experience	1,3
	Excellent experience of working with academic researchers in providing an expert service, guidance, strategic thinking and collaborative activities	1,3
	Developing, collaborating and capitalising on the use of external stakeholder, advisory and expert networks to gain early intelligence, share best practice and influence thinking	1,3
	Experience of working in a confidential environment	1,3
Skills and abilities	Effective and excellent communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Good ability to work with statistical and numerical data, understand trends, and present findings in a clear and accurate fashion	1,3
	Very good analytical skills with the ability to interpret and disseminate information and data from complex documents, including policy documents, and provision / use of benchmarking data.	1,2,3
	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 such as SciVal and Incites	1,2,3
	Ability to problem-solve using a collaborative approach	1,3
	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
	Strong demonstrable skills of influence and persuasion	1,3
Training	Willingness to undertake training as appropriate and to adapt to new procedures as and when 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	Proactive individual seeking to add value to all that they do.	1,3
	A track record of effective liaison with external funding bodies / organisations	1,3
	Understanding and undertaking a routine policy analysis function	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
	Membership of a professional body	1

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. Salary will be on Management and Specialist Grade 8, (£56,048 - £63,059) 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 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/>