

## Research Development Manager

REQ231117

**As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.**

### Department summary

The Research & 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 and seamless service to researchers across the research development pipeline. The Office incorporates a number of 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 RIO also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

The Research Development Team manages and supports the growth of the University's research portfolio, to advance the University's reputation for world-class research. Following the launch of the University's new strategy 'Creating Better Futures. Together.' we are seeking to support, shape, develop and implement the University's Strategy regarding its' research and innovation ambitions, in conjunction with academic leaders, partners and funding bodies. The Pro Vice Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and a new research framework is under development creating an exciting opportunity to join and influence the direction of travel. Loughborough University is recruiting a Research Development Manager (RDM) to support its exciting ambitions to increase research and innovation income over the next few years.

### Job Description

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

### Job Purpose

To provide research development support in scoping, delivery and preparation of large, strategic, multi-disciplinary, cross-cutting research development activities and grant applications areas across the research strengths of the University. To work effectively with the Academic Leads, other colleagues within the Research & Innovation Office, with schools, external funders and collaborators to: (a) enhance the world-class reputation (b) deliver multi-disciplinary world-class research solutions to the greatest societal challenges of the and (c) realise the potential of existing research areas across the University where there is a solid foundation and an identifiable opportunity to achieve at a higher level, or other activity in relation to research funders or schools. A particular focus of the role will be supporting multi-disciplinary or strategically important bids from across the organisation, delivering on areas emerging from the research and innovation strategy and delivery plan as well as other aligned cross-University delivery plans (known as 'Core Plans'). The post holder will be responsible for supporting grant applications to funders and schemes across the funding landscape including UKRI, charities international funders and government.

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

## **Job Duties**

### **Research Development**

- Play a lead role in the development and delivery of research activity within the University's Core Plans, working closely with Associate Deans for Research and Innovation, Academic Leads and Colleagues within the Research and Innovation Office, including maintaining oversight of a pipeline of research activities.
- Play a lead role in the scoping and preparation of major multi-disciplinary, cross-cutting and/or strategic funding applications.
- Play a lead role in the scoping and preparation of funding applications to a broad range of funders and schemes across the funding landscape including UKRI, charities and government.
- Co-ordinate, steer and support the development of university-wide bids, centres and institutes and strategic initiatives identified via the research funder strategy/development groups, PVC-R&I, or Director/Deputy Director of the Research and Innovation Office, including identifying emerging opportunities.
- Develop relationships with academics across the University in order to facilitate engagement with opportunities for inter- and multi-disciplinary research with internal and external partners.
- Work closely with academic and professional services colleagues to identify, develop, plan, and evaluate research grant applications. This may include a programme of training and development of online resources.
- 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.
- To work closely with the Research Development Team to ensure opportunities for cross-institutional collaboration and knowledge sharing is embedded within day-to-day activities.
- As part of research development activity, work with colleagues across the Research & Innovation Office to support the formation and/or enhancement of partnerships with business, public and voluntary organisations; on one-off specific projects, and areas of complementarity (e.g. Innovate UK bids).

### **Leadership**

- Work within the team of Research Development Managers to organise, delegate and distribute work to meet specific deadlines and monitor progress across the Team's project portfolio.
- Manage staff recruitment, selection and induction accordance with the University's policies and procedures.
- Work with the Partnership Managers, Senior R&I Support Manager and other line managers in the Research and Innovation Office to ensure shared working practises, staff development and collaborative approaches to working,
- Where required, provide leadership and line management of Research Development Associates
- Manage the continuing and professional development needs of the Research Development Associates; conducting Personal Development Reviews (PDRs) and assessing the training and development needs of individual team members to ensure that they develop and maintain specialist knowledge and adequate support in relation to their work responsibilities.
- Use matrix management to work across organisational boundaries to ensure a high-standard coherent and cohesive service that understands and responds to often complex needs.

### **General duties**

- Represent the Research & Innovation Office and the 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.
- To engage in training programmes which are consistent with your own needs and aspirations of those of the Research and Innovation Office
- Develop resources and web content to support the remit of the Research Development team and research priority 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 & Enterprise Office.  
May be responsible for Research Development Associates

## 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 UK and international research environment as applied to UK organisations	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
	Experience of team leadership matrix and / or line management	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
	Strong people management and team leadership skills.	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
	Clear leadership expertise, able to traverse complex and ambiguous areas of work	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	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	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	3
	Willingness to travel occasionally where appropriate	3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	3

#### Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a research support environment	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	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. Salary will be on Management & Specialist Grade 7, £45,585 - £54,395 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/>