

Research Quality & Culture Manager

Job Ref: REQ240141

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

Job Purpose

The Research Quality & Culture Manager will lead on and contribute to initiatives and activities to responsibly enhance and monitor research and innovation quality and culture, to support the delivery of the University Strategy's Research & Innovation Core Plan.

This role is an exciting opportunity to work at the nexus of research culture, quality and assessment developing innovative initiatives using state-of-the-art approaches. It is part of a small team that delivers strategic and operational support to the University with regards to research and innovation quality, policy, culture, governance and assessment. As such, it will play an important part 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 forward looking, inclusive and responsible 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:

Research & Innovation Culture

- Utilise specialist knowledge and expertise to map and maintain an oversight of university activity in support of developing a thriving research and innovation culture, liaising with a wide range of specialists and senior leaders across the organisation.
- Develop and design projects and initiatives to support the implementation of the R&I Core Plan as it pertains to research and innovation culture.

- Build and maintain a strong network of relevant external contacts such as funders, regulatory bodies, and emerging research culture networks to identify opportunities to support stronger research and innovation cultures both inside and outside the organisation, raising the profile of the university.
- Secretary the R&I Culture Working Group and Teams site and develop innovative initiatives to build strong internal communities.
- Maintain a proactive oversight of any external assessments of R&I culture, in particular the UK REF, and play a central role in Loughborough University's submission to the REF as it pertains to research culture.
- Contribute to the development of policy and procedures which would impact or influence research culture in the organisation.
- Develop strong links with the research governance elements of the R&I Policy, Quality & Culture Team to support the link between research culture and integrity.

Research & Innovation Assessment

- Draw upon knowledge of responsible research assessment approaches to contribute to the development of innovative and robust mechanisms for assessing research and innovation activity for internal and external assessments. This might include:
 - Providing advice to support new approaches to promotion, probation, and Personal Development Review.
 - Leading on delivering or coordinating institutional and school level assessments of research and innovation quality with a focus on any future requirements of national assessment exercises such as REF 2028, especially 'contribution to knowledge and understanding' (previously 'outputs') and 'people, culture and environment' (previously 'environment').

Research & Innovation Quality

- Working collaboratively with the Head of R&I Culture & Assessment, and the Head of R&I Policy & Quality, lead a programme of activity to enhance the quality, visibility, and academic impact of published research outputs, with specific responsibilities to include:
 - Overseeing the work of the Research Policy Officer and Associate in effectively collecting and reporting on data relating to outputs, open access, professional interests, and other research activity via the institutional Current Research Information System, 'LUPIN' using Symplectic Elements.
 - Leading on the Annual Output Review process, supporting schools and UoAs in identifying high-quality outputs for submission to REF, including by advising and support them on internal and external review processes.
- Ensure the provision of effective service to the PVC R&I's School-based Research Quality, Impact and Culture Reviews (QICR), the REF Professional Services Working Group, and any future REF-related Committees, to achieve high-quality plans and quality outcomes.

Other

- To provide expert advice, training and guidance on matters relating to research quality and culture, including through the development of materials and resources, briefings and presentations etc.
- To represent the University on national and international bodies as appropriate
- To contribute to the wider leadership and management of the Research & Innovation Office, collaborating with colleagues, contributing to RIO wide projects and role modelling the University values through your leadership style.
- To undertake any other duties which may reasonably be required by the Head of R&I Culture & Assessment 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 & 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 R&I Culture & Assessment.

Responsible for a Research Policy Officer and a Research Policy Associate.

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
	Excellent domain knowledge of research policy and assessment, R&I culture expectations and trends, and academic publications and research outputs, supported by experience of management and facilitation.	1,3
	Experience of managing projects or initiatives, delivering successful and timely outcomes.	1,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Ability to work with statistical and numerical data, understand trends, and present findings in a clear and accurate fashion	1,3
	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 use discretion and judgement when dealing with confidential and sensitive data	1,3
	Ability to problem-solve using a collaborative approach	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	Experience of completion of UKRI / HESA return would be beneficial.	1,3
	A track record of effective liaison with external funding bodies / organisations	1,3
	Good level of team and/or line 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
	Demonstratable influencing and persuasion skills	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. Salary will be on Management and Specialist Grade 7, (£45,585 to £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/>