

ERA Skills Manager

Job Ref: REQ250479

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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

The Energy Research Accelerator project is a strategic collaboration that brings together 9 core academic partners (the Universities of Aston, Birmingham, Cranfield, Keele, Leicester, Loughborough, Nottingham and Warwick and the British Geological Survey (BGS)) and a large number of private sector collaborators. This high-profile, programme is a flagship project for the Midlands Innovation university partnership, successful delivery of the programme is critical, which aims at delivering a transformation in energy innovation in the Midlands. Skills development is an essential, cross-cutting component of ERA and had been an established part of the programme since 2016. The ERA Skills Academy has successfully encompassed and delivered two externally-funded programmes (C-DICE and HyDEX), as well as the core funded activity. The ERA Skills Manager plays a pivotal role in leading developmental activities across the ERA Core programme and integrating C-DICE and HyDEX. For more information see: www.era.ac.uk

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

Underpinning the strategy for ERA Skills is a vision to make a significant contribution to a just transition in the energy revolution towards net-zero, through the development of people to meet the demand for high-level skills in the energy sector. The projected energy skills gap is widely cited as a risk to progress, and it is an important consideration for ERA university and industry partners. There is therefore an important role for ERA Skills in both understanding the need, and taking action, informing partners of opportunities to address the gap, as well as providing opportunities for upskilling and reskilling.

The ERA Skills Manager role is to lead the development of ERA Academy in creating an environment where future research leaders are nurtured and equipped to contribute to the energy revolution. The role works across the eight Midlands Innovation universities and BGS to create a programme of activity that promotes engagement with industry, collaboration and enhanced skills to equip the future careers of predominantly doctoral and postdoctoral researchers. The ERA Skills manager role plays a pivotal part in maximising the successful collaboration build legacy and delivery of the two previously externally funded programmes that relate to skills (C-DICE & HyDEX). The ERA Skills manager will lead core ERA Skills activities to incorporate and sustain C-DICE, drawing on the ERA community, to create an effective ERA Skills programme that complements co-funded projects, builds on ERA Skill successes to date, and secures future opportunities for addressing skills development in the energy research space, for example through supporting and building skills into collaborative funding proposals.

The role will help to provide a holistic energy-related skills provision to develop high quality energy researchers; to create a diverse talent pipeline to secure the UK's position as a leader in energy research and innovation; and to facilitate knowledge transfer between researchers and industry to help accelerate the downstream impact of ERA related research. The role is cementing the position of ERA as a leading consortium in Energy Research, working with external partners to bring in best practice and draw upon wider networks to the benefit of ERA researchers. The role holder will be required to work closely with academic and professional services staff based at all partner institutions and industry to fully understand the aims and objectives of the ERA Skills Academy. They will work under the strategic direction of the ERA Leadership Group and under the line management of the Director of the Research Academy based at Loughborough University.

Responsibilities will include developing an expanded ERA Skills Academy offering, liaising with industrial partners to secure sponsorship for students and their participation in activities; maintaining budgets; contributing to the maintenance of the ERA and C-DICE websites; promoting ERA skills academy activities across the consortium and externally; and capitalising on the opportunities the skills Academy can offer to secure further funding for ERA research at the partner universities.

Job Duties

- Develop and deliver, in collaboration, interventions that support skills development through a coordinated programme of activity that brings together our expertise in doctoral (ERA Skills) and postdoctoral (C-DICE) development and our new developments associated with funded programmes where skills is embedded to ensure continuation of the activity, secure legacy and demonstrate impact
- Develop funding bids and integrate skills development into future funding proposals to embed the development of future leaders, for example supporting CDT proposals and delivery for ERA partners to support energy-related training associated with ERA capabilities
- Develop and share best practice in skills development for the energy revolution for different education levels, primarily for doctoral, postdoctoral researchers, although on occasion contributing to the wider pipeline of skills development e.g. levels 3, 6/7, through establishing and maintaining key contacts at partner institutions. This will require building relationships with senior academic staff, professional services staff and a high level of self-motivation and persistence will be needed.
- Sustain and expand the population and legacy of researchers engaged with ERA Skills/C-DICE, including attracting diverse populations of researchers and evaluating impact to inform good practice, manage the programme of activities, including designing and where appropriate facilitating sessions with all partners including senior academic and professional services colleagues at the partner institutions, identify suitable co-facilitators/leaders (academic/other staff) to contribute to the programme.
- Create and curate a set of on-line learning resources for the benefit of all academy members.
- Horizon-scan to identify future funding opportunities.
- Work closely with industry to understand their requirements, and to inform ERA partners of priorities, and to inform new developments around skills, contribute to regional, national and international debates about skills development for the energy/net zero transition.
- Develop and share EDI good practice to facilitate a just transition to net zero.
- Work with the ERA team and ERA community to facilitate the overarching ERA objectives, with Skills as a cross-cutting theme. This will include working closely with academic and professional services staff at all partners, including the ERA Skills Academic Lead, the ERA Director and the ERA Programme Director to fully understand and implement the aims and objectives of ERA.
- Undertake, in a timely manner and under own initiative, to keep all relevant parties up-to-date with progress with the project, including reporting at high level meetings
- Travel to partner institutions will be required to build contacts and networks and gather information for the mapping.

Points to Note

Although the postholder will be an employee of Loughborough University, the role requires building strong collaborative links with the other ERA partners, with regular travel to and activities based across the region.

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 Equity Diversity & Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity, Diversity & Inclusion legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Belonging and Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of the Research Academy

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	Experience of designing, implementing and delivering innovative approaches to researcher development	1,2,3
	Experience of engaging with and influencing external and internal partners and stakeholders	1,3
	Experience of organising events and multi-partner meetings	1,3
	Experience of creating websites and databases	1,3
	Experience of communicating complex information orally and in writing	1,3
Skills and abilities	Advanced skills in analysing training needs at the highest levels	1, 2,3
	Advanced skills in the design, delivery and commissioning of training programmes	1,2,3
	Demonstrated ability to mobilise and lead projects across multiple institutions engaging at senior levels with minimum supervision	1, 2, 3
	Ability to facilitate and manage meetings to achieve goals	
	Ability to devise strategic plans for complex collaborative partnerships	1,2,3
	Ability to represent the ERA its partners with external partners and stakeholders	1,3
	Ability to collect, assimilate and communicate complex information to a range of stakeholders and staff, including writing bids for funding	1,3
	Skilled in using own initiative and judgement to find creative solutions to problem solving and undertake tasks with no precedent	1,3
	Ability to manage competing tasks and priorities and changing situations	1,2,3
	Excellent problem-solving skills	1,3
	Excellent communication skills	1,3
	Ability to identify funding opportunities and contribute to the bidding process	1,3
	Able to build and develop a cohort approach to researcher training across different partners	1,3
	Ability to devise success measures, evaluate initiatives and communicate learning	1,3
Training	Willingness to undertake further training as required	1,3
	A record of appropriate CPD	
Qualifications	A good honours degree or equivalent professional experience	1,3
	A Postgraduate Qualification	1,3

Other	Ability to work flexibly across 9 core academic partners in the midlands	1,3
	Willingness to travel	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working with ERA partners	1,3
	Has an understanding of the potential tools for collaboration which could be employed by ERA	1,3
	A general understanding of ERA including the aims, scope and magnitude of the scale of the task	1,3
Skills and abilities	Ability to manage a budget	1,3
Qualifications	A Doctorate	1,3

Conditions of Service

The position is full time, available immediately, and is fixed term in the first instance until 31 July 2026. Salary will be on Management and Specialist Grade 7, £46,735 - £55,755 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/>