

Loughborough University Research Academy Manager

Job Ref: REQ250767

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 newly established Loughborough University Research Academy (LURA) will cultivate an inclusive, dynamic, interdisciplinary research environment and culture that develops and empowers researchers and research-enabling colleagues and teams, at all career stages, and builds on our distinctive strengths to create impactful knowledge, drive innovation and address global and societal challenges. The Research Academy will foster a culture of collaboration and curiosity and will celebrate success, inspiring colleagues to push boundaries leading to a healthier, fairer and more sustainable world.

The Research Academy will lead a comprehensive development programme to transform the experience of researchers and those in the research-enabling roles at all career stages across Loughborough and beyond. It will support the growth of our research community through tailored skills development and initiatives to support inclusive career and professional development; foster greater innovation, creativity and interdisciplinary collaboration, while deepening and broadening our partnerships; advance diversity and inclusion by improving representation from underrepresented groups within our research environment; build on existing leadership and good practice working across external partnerships, including integrating and continuing the work of the Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) and the Energy Research Accelerator Skills Academy, the Academy will also develop, lead and influence practice across the sector in the UK and internationally through creating and disseminating evidence and impact.

Initiatives delivered through the Academy will include programmes such as summer schools for undergraduate and post-graduate taught students to provide hands-on experience of research, research leadership development programmes to equip staff with the skills, confidence and strategic insight required both to lead interdisciplinary research teams and to develop others as future research leaders. In addition, careers-related support, funding grants for supporting collaboration, opportunities for placements or secondments with partner organisations, interdisciplinary sandpits and mentoring programmes will all be developed and delivered.

The Research Academy is a key priority in the Research and Innovation core plan and fully aligns with the University's ambition to intensify our research base and strengthen our research culture.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

The LURA Manager will play an instrumental role in the successful development and delivery of the Research Academy programmes, managing and coordinating all operational aspects of the Loughborough Research Academy, reporting to the LURA Director, managing the team and delivery of the internal and externally-facing programmes. The LURA Manager will manage a portfolio of internally-facing opportunities for the Academy including: Research Summer Schools, the new 'Research Passport' and micro credentials, secondments and placements, Doctoral Innovation Consultants, mentoring, coaching and leadership programmes. Externally-facing opportunities will be integrated across the Academy, for example building on, and extending the work of the Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE), the Energy Research Accelerator and internationally-facing programmes such as SECURE2 (funded by the European Union).

Job Duties

1. Project Coordination and Activities

- Responsible for leading operational activities across the Research Academy function. Manage external relationships across all project partners to ensure good working relationships and practices are maintained and Project Partners remain engaged with and bought into the aims of the Project. To include conducting regular in person engagement across key stakeholders.
- To collaborate with other stakeholders in a timely and professional manner, gathering and curating key information relating to these contacts and bringing them in to contribute to the Academy as appropriate.
- Lead the development and delivery of an appropriate communication and engagement strategy for LURA to ensure strong engagement and visibility across key groups of staff.
- Manage organising of the Research Academy programme to include meetings, training, workshops and other engagement events across the portfolio of planned and future interventions, to include, where relevant, booking systems.
- Work with colleagues including the LURA Director in identifying and securing additional external funding to support the ambitions of LURA.
- Create and develop impact and dissemination from LURA to inform good practice.
- Ensure stewardship of the Research Academy Hub is undertaken

2. Management Responsibilities

- To Manage a Project Team (Central Service Team) of at least five, including:
 - LURA Administrator
 - Research Academy Programme Coordinators
 - ERA Skills Manager
- To oversee and direct the allocation and prioritisation of the work of the LURA Team by setting objectives and supporting processes for the appraisal of progress and individual performance.
- Coordinate HR processes within the Project's Central Service Team to include Recruitment & Selection, Sickness Absence and conduct Personal Development Reviews (PDR's).

3. Project Management and Governance

- To be a member of and develop a strong working relationship with the LURA Operational and Academic Advisory Boards and a strong understanding of the ambitions for the Research Academy. Providing support to the Boards by, for example contributing to LURA resource planning; preparing and analysing management information, producing reports, making recommendations where appropriate, and helping with other administration needs as requested to support delivery of LURA strategy.
- Act as a key contact and engage with University colleagues regularly to ensure the Research Academy keeps on track and aligned with objectives and aims both for delivery of the programme and integration across Schools and Services.
- To support and contribute to the development of the Research Academy's strategy and agreed key performance indicators.
- With support from colleagues, be responsible for overall coordination of LURA activities and events. Coordinate and monitor individual activities against the LURA's programme plan, tracking performance and expenditure as appropriate.
- To develop a knowledge of the University guidelines on strategic project governance to ensure that performance reports and proposals for new activities can be channeled through appropriate committees for endorsement; liaising with RIO/SPMO colleagues as required.
- To produce a range of project documentation in relation to budgets, governance, ethics, EDI, GDPR,

and Health and Safety, to ensure that obligations are met and recorded.

- Develop and embed transparent internal processes that will facilitate the achievement of the Academy's objectives, within the University's policies.
- To work with RIO's Finance Business Partner and colleagues from the Research Finance Office and the philanthropy team to plan and execute effective financial procedures.
- Working with colleagues monitor and provide oversight of all financial transactions, ensuring accurate forecasting of expenditure and income against agreed KPIs; establishing and maintaining accurate financial records for reporting and audit purposes.
- Provide support for the Academy Board by contributing to the Academy's resource planning; prepare and analyse management information, produce reports, make recommendations where appropriate, and help with other administration needs as requested by the LURA Board to support the delivery of the LURA strategy.
- Organise and support formal meetings; plan agendas, produce and coordinate papers and record formal minutes of discussions at the LURA Board and other relevant meetings.
- To provide support on any other matters of management and governance including strategic alignment and risk management and mitigation strategies.

4. Related Activities

- To engage in training and continuing professional development.
- Identify, encourage, and promote good practice in the area of equity and diversity and in-line with University Policies
- Contribute to the development of EDI strategies and action plans and support their delivery
- To carry out these and any other duties commensurate with the grade and purpose of the post, in line with objectives agreed in the staff review process.

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 Equity & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Diversity 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 Director of Research Academy. The Research Academy Manager will line manage the Research Academy team.

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	Significant experience of leading a substantial multi-stakeholder project and working with individuals of varying seniority.	1, 3
	Experience of designing and delivering successful development programmes in or aligned with Research and Innovation.	1, 3
	Sound experience of managing budgets, ideally involving the intricacies of research and/or innovation focused funding from a variety of sources.	1, 3
	Experience of taking a strategic view in day-to-day decision-making and acting on own initiative.	1, 3
Skills and abilities	Highly organised with excellent people, planning and project management skills.	1, 3
	Confident ability to produce, manipulate and present management information.	1, 3
	Excellent communication and presentation skills, and the ability to design, plan and deliver effective training and development for the research community.	1,2,3
	Ability to assimilate and apply information in a multi-disciplinary environment.	1, 3
	Strong evidence of skills in persuasion and diplomacy.	1, 3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1, 3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1, 3
Training	Evidence of continuous personal development; a willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1, 3
Qualifications	Undergraduate degree or equivalent qualification. Or substantial relevant experience gained in a similar HE setting.	1, 3
Other	Evidence of a good working knowledge of equal opportunities and understanding of diversity in the workplace.	1, 3
	A sound understanding of the impact of research culture on the research & innovation endeavour.	1, 3

	A commitment to equity and diversity with the ability to role model, adhere to and advocate Equity and Diversity policies.	1, 3
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Desirable Criteria

Area	Criteria	Stage
Experience	Experience of securing external funding in support of researcher-development or similar initiatives	1, 3
	Knowledge of appropriate booking and content management systems	1, 3
	A proven track record and interest in leading initiatives relating to research culture or researcher development.	1, 3
	Experience in promoting programmes or services to a range of stakeholders.	1, 3

Conditions of Service

This appointment will be full-time and open-ended; however, part-time work at a minimum of 0.6 FTE and job share arrangements may be considered. Salary will be on Management and Specialist Grade 7, £47,389 - £56,535 per annum, and a starting salary is to be confirmed on offer of appointment.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, details of which can be found [here](#).

The post-holder is expected to be based primarily at Loughborough University's East Midlands Campus but may require travel to the London campus on occasion.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

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 equity 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/>