Research Academy Programme Coordinator
Job Ref: REQ250768

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 (ERA) 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 6

Job Purpose

The Research Academy Coordinator is an exciting new role that will be part of the team responsible for the successful development and delivery, impact and dissemination of the Research Academy (internal/externally-facing) programmes, reporting to the LURA Manager. Key to the role will be creating and delivering engaging and high quality opportunities for the development of colleagues across the research ecosystem, from early careers researchers to technicians and research enabling staff to enable the delivery of the university's research and innovation-related aspirations.

Job Duties

Programme Design and Delivery

- Build strong relationships with key Research Academy stakeholders to understand their needs and the needs of colleagues in the research and innovation community to support their professional and career development.

- Plan and execute a series of activities, workshops, and events that address the shared requirements and deliverables for the Research Academy facilitating the exchange of best practices and expertise.

- Working with colleagues, seek out appropriate experts and networks to provide the necessary knowledge and skills to the Research and Innovation community, ensuring high-quality learning experiences for those involved.

- Organise and lead peer learning sessions and workshops to foster greater collaboration and knowledge exchange among the research and innovation community.

- Work closely with identified providers and stakeholders to promote deliver the planned activities and ensure alignment with the Research Academy's objectives.

- Plan and deliver specialist guidance, training, facilitation and coaching in one to one, small group and large group format events with support of colleagues as appropriate.

- Utilise new technologies to effectively manage delivery of support both in person and online, ensuring a commitment to high quality support is maintained at all times.

- Contribute to delivery of activities planned and coordinated by other colleagues in relevant professional services.

- Collaborate with the team and stakeholders to develop and deliver effective communications that engage stakeholders and promote the LURA's programs and services.

- Build upon existing good practice developed, for example from the Centre for Postdoctoral Development in Infrastructure, Cities and Energy (C-DICE) and the Energy Research Accelerator (ERA) and contribute to the delivery of externally-facing programmes.

- Take a lead in developing programmes within a thematic area for the Research Academy, for example in Innovation or Commercialisation, Careers or Research, whilst working across all areas where necessary.

- Contribute to the development of a 'Research Passport' including creating a range of micro-credentials as an evidence-based for development.

Learning and Best Practice Resources

- Create and implement effective tools, processes, and methods for creating and disseminating research and innovation-related expertise ensuring accessibility and usability.
- Develop and maintain a repository of learning resources and best practices for creating impact and dissemination.
- Work with colleagues in the Research and Innovation Office, Schools and relevant Professional Services to identify and engage with complementary networks and resources to build the research and innovation culture and community.
- Seek opportunities to build understanding of good practice from other programmes or partners for sharing/ implementation in the Research Academy.

Monitoring, Evaluating, Reporting and Compliance

- Track, monitor and prepare reports on Research Academy activities and participation, ensuring that activities are modified appropriately in response to engagement or need and provide clear and regular updates and reports to the Director, Manager and Board as appropriate.

- Evaluate the effectiveness of LURA programme activities, identifying and communicating good practices, tools, and learning outcomes to stakeholders.

- Working with colleagues, identify and leverage opportunities for profile raising for individuals, programmes, and the Academy as a whole.
- Contribute to databases and relevant systems to coordinate information and ensure compliance with data management standards.
- Track and monitor the progress and impact of activities, providing clear and regular updates and reports to the Director, Manager and Board as appropriate.

Management responsibilities

- Plan and execute regular training and professional development activities.
- Plan, deliver and coordinate training activities, such as meetings, workshops, and events.
- Support the Director, Manager and Research Academy colleagues to fulfil the objectives of the Research Academy including working with internal and external stakeholders.

Budget

- Develop outline budget forecasts for activity plan; feeding into annual budget planning by the Research Academy Manager.

Related activities

- To engage in training and continuing professional development.
- Identify, encourage, and promote good practice in the area of equity and diversity.
- Contribute to the development of EDI strategies and action plans and support activities to deliver the action plan.
- To stay up to date with developments in research and innovation policy from the National and Regional Government, funders and professional bodies.
- Remain aware of developments and collaboration opportunities with other projects and initiatives.
- Ensure compliance with relevant legislation e.g. GDPR.
- 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.

The post-holder is expected to be based primarily at Loughborough University's East Midlands Campus but with regular travel to Project Partner locations in the Midlands. The role will require flexibility in working hours and off-campus working. Out of Hours/Evening work may be required.

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 & Inclusion and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Project 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/Assessment Centre/Presentation
3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Experience in delivering coaching, mentoring, facilitation, peer to peer learning, or training activities, preferably within a research and innovation, careers or commercialisation ecosystem.	1,3
	A working knowledge of the research and innovation landscape and ecosystem partners.	1,3
	Experience of working and communicating effectively with stakeholders at various levels of seniority.	1,3
	Experience of promoting, planning, coordinating and delivering events.	1,3
	Experience in coordinating professional development or knowledge sharing programs	1,3
Skills and abilities	Strong project management and organisational skills.	1,3
	Excellent communication and interpersonal abilities.	1,2,3
	Ability to analyse and identify knowledge gaps and needs.	1,3
	Proficiency in coordinating and managing training and development activities.	1,3
	Proficiency in knowledge dissemination tools and methods.	1,3
	Ability to act with discretion and to maintain confidentiality.	1,3
	Excellent practical IT skills including Microsoft Office and Outlook diary management.	1,2,3
	Able to work under pressure and meet competing deadlines.	1,3
	Able to plan, prioritise and work independently and to deal with unforeseen problems and circumstances effectively.	1,3
	Evidence of skills of persuasion and diplomacy, with ability to engage and collaborate with diverse stakeholders.	1.3
	A commitment to equity and diversity with the ability to role model, promote and develop and adhere to and advocate Equity and Diversity policies	1,3
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required.	1,3
Qualifications	First degree in relevant field or equivalent experience.	1,3
Other	Willingness to work flexibly and to work occasional out of hours where required.	1,3
	Ability to travel in the UK, including occasional overnight stays away from home.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience working with in a research and innovation or higher education environment.	1,3
Skills and abilities	Ability to present complex information effectively to a range of audiences	1,3
	Ability to use modern and advanced technology solutions to manage data effectively.	1,3
Qualifications	Careers, coaching or mentoring qualification, or equivalent experience.	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 6, £35,608 - £46,049 per annum, a starting salary 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 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/