

Research & Innovation Development Associate

Job Ref: REQ260002

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 & 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 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 RIO also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

The Research and Partnership Development Teams manage and support the growth of the University's research and partnership 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, innovation, and partnership 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 has implemented a strategic plan to deliver on our ambitions of becoming more research-intensive, innovation-driven, internationally engaged, and impactful with our R&I activities.

The post holder will play a key role in building a strong base of support to maximise Research & Innovation income, with responsibility for the identification, evaluation, tracking and profiling funding and partner opportunities. This will include working across the research and innovation funding portfolio and with partners to scope requirements and where appropriate facilitate consortia requirements.

Job Description

Job Grade: Management and Specialist Grade 6

Based: Research and Partnership Development Team, Research & Innovation Office

Job Purpose

Loughborough University is recruiting a Research and Innovation Development Associate (RIDA) to support its exciting ambitions to increase research and innovation income and translation of research to real world impact over the next few years. The roles will work closely across the Research and Partnership Development Teams supporting research, innovation and knowledge exchange activity in the SHAPE (Social Sciences, Humanities and the Arts for People and the Economy) Hub.

The Research and Partnership Development Teams use their wealth of knowledge, expertise and experience to manage and support the growth of the University's research, innovation and knowledge exchange portfolio through collaboration with external partners, facilitating the application and translation of the University's reputation for world-class research. The Pro Vice Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and the Research and Partnership Development Team has an important role in the implementation of this vision, working closely with colleagues across our nine schools and two campuses.

This role provides a great opportunity to develop a career in research and partnership development and to work collaboratively with the existing team in the Research and Innovation Office. We are looking for someone who has a passion and enthusiasm for supporting the translation of research through knowledge exchange into impact,

collaborative partnerships, and supporting a culture of professional development who can work proactively as part of a multidisciplinary team.

The post holder will play a vital role in building a robust base of opportunities with public, private and voluntary organisations to increase research and innovation revenue for the University and bolster its ambitious income targets and opportunities for knowledge exchange. They will be responsible for the identification, evaluation and profiling of funding/collaboration opportunities in line with university policies and procedures. With an analytical mindset and exceptional communication skills, the post holder will contribute to the full research and innovation lifecycle, proactively identifying and developing opportunities for funding and collaboration.

Job Duties

Research and Partnership Development

The following list of job duties is indicative and may change and evolve as institutional strategy develops and/or as specific needs are identified by the team:

- Work in collaboration with the Research and Partnership Development Teams and the academic community at all levels to support the development, delivery and management of a range of activities to include knowledge exchange, partnership building and R&I development in the SHAPE Hub.
- Collaborate effectively within the Hub team structure, contributing to proposals and partnerships alongside colleagues across all levels, leveraging the diverse strengths of the team to ensure the most appropriate and impactful contributions are made by each member.
- Pro-actively identify new funding opportunities (public, private or charitable), summarising complex ideas or information which may be detailed, technical or specialist and disseminate them appropriately including translating them into briefings and/or reports.
- Contribute actively to the development and implementation of strategic plans aimed at achieving Research and Innovation (R&I) KPIs including identifying the most appropriate internal and external stakeholders to deliver key growth opportunities, and co-ordination of cross-functional initiatives that drive innovation, enhance research capacity, and foster external partnerships.
- Responsibility for developing and triaging internal and external enquiries across Research and Partnership Development in accordance with the R&I Hub allocation process.
- Utilise a wide range of sources to produce bespoke profiles on funders across the full funding landscape including private, public and charitable organisations to proactively support opportunities for collaboration / funding with the University.
- Support the delivery of high-quality events and briefings for a range of stakeholders including identifying relevant potential attendees.
- Take a proactive and engaging approach to building and maintaining strong working relationships with colleagues at all levels, both internally and externally bringing individuals and teams together across functions and disciplines to collaborate effectively toward shared goals.
- In conjunction with the SHAPE Hub Leads maintain oversight of a portfolio of research and innovation (R&I) projects and partnerships, this includes tracking project progress, ensuring alignment with institutional priorities, supporting effective stakeholder engagement, and identifying opportunities for growth or collaboration.
- Provide cross-institutional support for both individual research projects and major strategic partnerships by working collaboratively with academic colleagues, Professional Services teams, and Research and Innovation Office (RIO) staff. This includes advising on project and partnership requirements, eligibility, and compliance with university and funder policies. Undertake due diligence and background checks as needed, ensuring robust governance and risk management.
- Facilitate effective communication and co-ordination across academic schools and functions to enable successful project delivery and the development of impactful, long-term partnerships.
- Support the organisation and co-ordination of visits by collaborative partners/funders to the University, in collaboration with RDMs/PDMs.
- Establish and maintain excellent specialist knowledge of the academic expertise and facilities in SHAPE at the University as well as the associated research and innovation funding opportunities, disseminating these to the academic community and co-ordinating submissions, where appropriate
- Maintain specialist knowledge for a defined disciplinary area of funder rules, requirements and policy developments to ensure advice to project leads is accurate and timely – with a particular emphasis on the health, well-being, and clinical science disciplines and funders such as NIHR, MRC and Wellcome Trust.
- Develop training resources, including web-based materials relating to innovation, knowledge exchange and impact for use with internal and external stakeholders and co-ordinate and deliver relevant events and training workshops

General duties

- To represent the Research and Innovation Office and the University internally and externally, as appropriate
- To carry out specific administrative roles and functions as may be reasonably required e.g., to take part in committees, boards and working groups, whether within the University or externally, as appropriate
- To engage with, support, and where appropriate develop and deliver, training programmes
- To 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 and Procedures.

All staff should hold a duty and commitment to observing the University's Equity & Belonging and Inclusion policy and procedures at all times. Duties must be carried out in accordance with relevant Equity & Belonging and Inclusion 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 one of the SHAPE hub leads, based within the Research & Innovation Office.

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	Good knowledge of the provision of research, innovation and knowledge exchange programmes by Higher Education Institutions	1,2,3
	Experience of developing and maintaining a network of contacts and working collaboratively with a range of stakeholders internally and externally	1,3
	Experience of working within the research, innovation, knowledge exchange, and/or business development sectors.	1,3
	Experience of organising and facilitating events e.g., workshops	1,3
	Experience of summarising complex ideas or information which may be highly detailed, technical or specialist and translating this into briefings and/or reports for a wide range of audiences including external collaborators	1,3
	Comprehensive knowledge of how to develop successful R&KE bids together with demonstrable experience of building strategic partnerships and negotiating with a range of stakeholder groups and client management	1,2,3
	Experience of working in a fast-paced support environment	1,3
	Experience of the ability to manage projects and partners to agreed timelines and objectives	1,3
Skills and abilities	Excellent communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Demonstrate an accessible, customer-focused approach by engaging respectfully, courteously, and collegiately with all stakeholders, fostering a positive and inclusive working environment.	1,2,3
	Ability to work with external organisations to understand the needs of their organisation and align with relevant academic expertise	1, 3
	Proven capacity to work proactively, flexibly, independently and as part of a multidisciplinary team	1,3
	Ability to prioritise workload, work to deadlines, and use own initiative	1,3
	Demonstrate the ability to adapt services and systems to meet the evolving needs of both internal and external stakeholders, while proactively identifying opportunities for process improvement and implementing changes that enhance service delivery.	1,3
	Sufficient ICT competency to support the demands of the role (main software used include MS Word, Excel, PowerPoint, Outlook, Teams, Worktribe) and a willingness to learn new systems	1,2,3
Training	Willingness to undertake training as appropriate	3
Qualifications	An honours degree or equivalent experience	1

Other	Knowledge and understanding of Equity, Diversity and Inclusion Policies	3
	Willingness to travel occasionally where appropriate	3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	3
	Willingness to travel to collaborator sites	3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of delivering training sessions to a range of audiences	1,3
	Good understanding of the research funding landscape in the health, well-being, and clinical science disciplines.	1,3
	Experience of supporting funding applications to health-related funders such as NIHR, MRC and Wellcome Trust	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

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 6, (£35,608 - £46,049) 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 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/>