

Deputy Director Research & Innovation Office (Integrity, Risk & Compliance)

Job Ref: REQ260470

Department Summary

The Research & Innovation (RIO) Office 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.

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.

Job Description

Job Grade: Management and Specialist Grade 9

Job Purpose

The Deputy Director of the Research and Innovation Office will play a pivotal leadership role in advancing the University's Research and Innovation ambitions as set out in the Research and Innovation Core Plan. The postholder will help drive progress across our key objectives, enhancing research focus, strengthening research culture, and increasing research impact, ensuring the University continues to grow its share of research funding, fosters creativity and openness, and maximises the real-world benefits of its work. A key part of the role will involve strategically influencing government bodies, major funders and partner organisations, strengthening the University's voice in regional, national and international research and innovation landscapes, and shaping policies, priorities and collaborations that enables the University's research and innovation to thrive.

Working in partnership with senior leaders, the Deputy Director will lead the post award finance, reporting and compliance functions, ensuring effective leadership of effective stewardship of research funding and full adherence to regulatory, institutional, and funder requirements. A strong emphasis on research integrity, proactive risk management and robust compliance will underpin all aspects of this leadership. The postholder will also contribute to building an inclusive, collaborative, and vibrant research culture, empowering both researchers and research enabling staff to thrive. They will work closely with the PVC&RI and the Director to develop and implement new initiatives aligned with the R&I Core Plan ambitions embedding integrity, risk awareness, and compliance excellence across the research and innovation environment.

Through skilled leadership, service design, and stakeholder engagement, the Deputy Director will, as part of the RIO Senior Leadership Team, shape a dynamic, integrated and strategic Research and Innovation Office that supports worldclass research and positions Loughborough for continued success.

The post holder will be expected to demonstrate a highly collaborative approach, working across the University and with external organisations. You will have a positive and inclusive leadership style, excellent communication and influencing skills and extensive knowledge of the UK research and innovation policy and funding environment, with the expertise, networks and gravitas to influence externally for the benefit of Loughborough research & innovation activity and the profession of research management more broadly.

Job Duties

- Contribute to development, delivery and monitoring of the University Research and Innovation Core Plan (strategy) and the RIO delivery plan, advising the PVC Research and Innovation at the highest level and working with the Associate Pro-Vice Chancellors and the school Associate Deans for Research and Innovation.
- Lead on the development and implementation of University wide plans and approaches to a wide range of research and innovation policy, governance and performance priorities (as appropriate to agreed remit), to deliver against the Research and Innovation Core Plan, gaining buy-in and engagement from relevant professional and academic communities and senior colleagues.
- As a member of the RIO Senior Leadership Team, work alongside the Director to lead and manage the team and to ensure a high quality of service delivery to internal and external stakeholders and partners.
- To provide expert advice and opinion on Research and Innovation developments and implications to colleagues outside of the service, for example through the development of committee papers, reports and business cases.
- To anticipate, influence and interpret regional, national and international research and innovation policy developments and advise the Director of RIO and the PVCR&I on trends and developments appropriate to the University.
- To effectively lead, manage and motivate the Post Award Finance, Reporting and Compliance teams.
- To develop staff to include: career development and succession planning, spotting talent and providing the right incentives for staff to contribute effectively.
- Chair or be a member of relevant University committees, working groups and project teams as appropriate to the role and/or as specified by the Director or PVCR&I.
- Represent the Director on University committees, working groups and project teams, and external meetings as required.
- To maintain positive and productive relationships with other professional and academic teams and to proactively seek customer feedback; leading and contributing to the continual review of processes, procedures and practices within own area of responsibility to ensure that the needs and expectations of relevant stakeholders are met.
- Ensure fair and consistent application of University policies and procedures, and professional service standards within own area of responsibility.
- Lead the development of a collaborative, collegiate and inclusive culture, by creating opportunities for the sharing of information and good practice amongst others.
- Develop and maintain a specialist knowledge and expertise of own area of responsibility, providing leadership and guidance to others as appropriate.
- Direct and be accountable for relevant internal and external funds – this will include significant budgetary responsibility as appropriate to areas of responsibility.
- Develop and maintain an extensive professional network and relationships with funders, government departments, professional organisations, and other research organisations. Represent the University and its interests externally, identify and share practice, and influence external decision makers.
- To work in an agile and flexible manner to facilitate high quality service delivery which can both anticipate and

respond to stakeholder needs.

- As a senior member of the University's Professional Services, provide leadership on a range of matters cognate and beyond the immediate Research and Innovation Office operating area.
- Maintain a detailed understanding of all legal, ethical, political, and commercial issues relevant to the role.
- Any other reasonable duties as assigned by the Director, Research and Innovation Office.

Organisational Responsibility

Reports to the Director, Research and Innovation Service.

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 always observing the University's Equality & Diversity policy and procedures. Duties must be conducted 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.

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	A strong track record or experience and successful delivery in the following areas, in a higher education environment: • Research integrity, proactive risk management including regulatory compliance (for example Human Tissue Act) • R&I Operations (including post award management, reporting and contracts) • Research & innovation Security / Foreign Interference	1, 3
	Experience of leading and managing teams in the delivery of high-quality services, projects and outcomes, where you may not always have direct line management responsibility.	1, 3

	Significant experience of people management and development.	1, 3
	Experience of developing and implementing strategies to support the development and management of high-quality research across a broad and diverse organisation.	1, 2, 3
Skills and abilities	Tact and diplomacy when dealing with sensitive and confidential information.	1, 3
	Ability to think strategically about your area of expertise in the context of the Research and Innovation service objectives, supporting the University's Corporate Strategy and within the changing external environment.	1, 3
	Resilient and comfortable with complexity, with the ability to manage multiple and competing deadlines and strands of work.	1, 3
	Ability to build constructive and effective networks both within and outside the University.	1,3
	Ability to work independently and as part of a team with a positive, inclusive, reflective, and collegial leadership style. This includes setting direction, meeting the needs of our stakeholders, communicating influencing, and empowering others to deliver, fostering collaboration, and driving innovation and change, and acting with integrity.	1, 3
	Ability to plan and organise resources to support the delivery of the Service's objectives, and in the context of the University's Corporate Strategy.	1, 3
	Outstanding verbal, written communication influencing, advocacy and negotiation skills with the ability to receive, understand and convey ideas and information clearly and accurately which may at times be complex, highly detailed, technical or specialist in nature.	1, 3
	Credibility and gravitas to work at a senior level with the University leadership team and external organisations. Ability to lead, motivate and inspire people across the organisation and its partners.	1, 3
	Experience of effective people management and development, including the management of diverse teams.	1, 3
	Experience of marshalling and managing significant (people, non-staff, financial) resources, including when these are not under the role-holder's direct control.	1, 3
	Competent IT/Internet user.	1, 3
Knowledge	Extensive knowledge of the UK Higher Education environment, including national policy for research and innovation, and the associated funding landscape. To include knowledge of research funder requirements and good practice across a broad range of research and management functions.	1, 3
	A sound understanding of the impact of research culture on colleague experience and research outcomes.	1, 3
Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	3
Qualifications	A strong educational profile including a graduate qualification or equivalent by experience.	1, 3
Other	Commitment to observing and promoting Equity, Diversity and Inclusion at all times.	3

Desirable Criteria

Area	Criteria	Stage
Experience	Substantial experience of supporting and facilitating knowledge exchange preferably in Higher Education but potentially in other public sector, RTO or IP-rich business.	1,3
	Experience of building networks and of influencing and inspiring external partners to build mutually beneficial collaborations and create new opportunities.	1, 3
	Experience of working as a member of a senior team in a large and complex organisation.	1, 3
	Experience of leading large teams with a wide or varied remit.	1, 3
	Experience of analysing, responding to, and influencing changes in Government Policy.	1, 3
Skills and abilities	Ability to travel within the UK and international as required.	1, 3
Qualifications	Completion of a recognised leadership development programme.	1, 3
	Completion of a change management programme.	1, 3

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to principles of equity, diversity and inclusion (EDI) while carrying out all duties, behaving in a manner that treats others with dignity and respect and upholds every persons right to lawful freedom of expression, freedom of speech and academic freedom. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous**, **Collaborative**, **Creative**, **Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.