

Research & Innovation Development Associate

Job Ref: REQ260597

Department summary:

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.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 Family and Grade: Management and Specialist Grade 6

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 outlined in the document.

Organisational Responsibility

Reports to the: Senior Research Development Manager - SHAPE

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart: [RIO Org Chart.pdf](#)

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at 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	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3
	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: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential 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
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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.

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