

Research & Innovation Support Manager

Job Ref: REQ260644

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Reporting to the Head of Operations, the post holder will lead and manage the research and innovation support function within the School ensuring that all activities are compliant with University policies and procedures. This will require maintaining strong working relationships with key business partners from Professional Services. As the manager of the School Research and Innovation Support Team the post holder is responsible for managing and leading activities to ensure that a first-class service is provided to staff, students, and external partners. The role also involves working closely with the Associate Dean for Research & Innovation (ADRI) and senior colleagues in managing and overseeing key activities that support the School's research and innovation strategy.

Job Description

Job Grade: Management & Specialist Grade 6

The position is 0.5 FTE pro rata. Salary will be in the Management and Specialist Grade 6, £35,608 - £46,049 pro rata per annum, at a starting salary to be confirmed on offer of appointment.

Job Purpose

To contribute to and enhance the research and innovation activities of the School of Architecture, Building and Civil Engineering.

Job Duties

Research and Innovation Support

- To oversee and lead the work of the School's Research & Innovation Support Services Team, providing advice and guidance and directing resources as needed, to ensure delivery of an excellent service to staff, students and external partners throughout the School at all times of the year.
- Provide support, in collaboration with ADRI and other senior colleagues in the development of the School's research and innovation strategies/plans.
- To oversee funded support for the school's Doctoral Training Centres (or equivalent) - currently AURA, I-Risk, WaterWISER and ERBE. Managing associated school-based support staff and providing higher level advice and support to the Centre Directors.
- To manage research-related processes in the School (in conjunction with ADRI) providing guidance for School staff and identifying potential changes in pursuit of strategic aims and objectives.
- Ensure effective communication and expert advice is available on funding opportunities, and relevant systems/structures are in place to support funding applications, working with central services.
- Co-ordinating and overseeing support elements of major funding bids across the School.

- Ensure effective implementation, operation, management, monitoring, and reporting of research activities, according to relevant internal, and/or external requirements.
- Contribute to strategic and operational discussions and the development of plans within the School and, at times, within the wider University.
- To work closely with contacts in the Research & Innovation Office to ensure that sound advice and guidance is given to academic staff with respect to research and enterprise activities.
- To provide extensive support to the senior colleagues in respect of the REF exercise, collating outputs, updating UoA modellers and being responsible for correct recording within the School.
- To oversee the servicing for all School research and enterprise meetings and committees, taking an active part in the meetings.
- Oversee the school research newsletter and manage general research and innovation school news and updates on the school web-site.

Postgraduate Research Students

- To oversee the work of the School Doctoral Research Team to ensure that research student applications and supporting documentation are progressed.
- To ensure that progression meetings and all relevant documentation is collated in a timely manner and that Doctoral Researchers' records are maintained correctly.
- Manage support for the school CDT (or equivalent) doctoral research students at Loughborough University.

Information Management and Analysis

- Ensure School-wide engagement and participation with institutional research management systems and tools.
- Contribute to the planning and delivery of School/University initiatives, taking a lead role for School engagement and participation related to Research and Innovation.
- Produce and interpret management information for use in School initiatives, reviews, and to aid decision-making such as, key performance indicators, trends and anticipated new business; this will include analysis of financial and other data and activity to influence research strategy and plans.
- Identify trends which could have an impact on the School or University activity, recommend approaches to address these and implement solutions, e.g., identify patterns of research funding, ensuring academic awareness, identifying cross-Institution collaborations, identifying and co-ordinating industrial partnerships to support strategic research priorities/aims.

Team Management

- To be responsible for the roles and workload of the Research & Innovation Support Services Team promoting a culture of equity and inclusivity, and to manage all human resource related matters such as Personal Development Reviews (PDR), performance management, reward review, succession planning, recruitment and selection, induction, probation, sickness absence and other relevant tasks.
- To lead and motivate the School's Research and Innovation Support Team, to ensure excellent performance in line with PDR objectives, identifying any training and development needs where appropriate.
- To challenge School administrative procedures, develop and implement improvements to enhance business processes in line with University policy and encourage the team to undertake their own process reviews.

General Administration

- To respond to enquiries received in person, by telephone or email and take appropriate action. This will include dealing primarily with students, academic staff, and external organisations.
- To provide cover for other colleagues at busy times and in cases of absence, by undertaking such duties and responsibilities which are commensurate with the grade and nature of the post.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by Head of Operations.
- Providing general administrative support including committee servicing when necessary.

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.

Organisational Responsibility

Responsible for the School Research and Innovation Support team
Reports to the Head of Operations.

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	Extensive experience as a senior professional administrator within a university or business setting.	1,3
	Line management experience, and the ability to supervise staff effectively.	1,3
	Experience of dealing with people in a variety of complex/difficult situations.	1,3
	Strong working knowledge of Research Excellence Framework (REF) and specific Units of Assessment (UoA) that are relevant to the School.	1,2,3
	Experience of supporting and working in a research and/or enterprise intensive environment.	1,3
	Demonstrable track record of managing change within a team.	1,3
Skills and abilities	Excellent organisational and managerial skills and an ability to cope with constantly changing priorities.	1,2,3
	Proven ability to be proactive, to prioritise tasks and work independently without supervision.	1,2,3
	Ability to work co-operatively and flexibly as part of a team, think logically, interpret policy, show initiative and develop procedures.	1,2,3
	Excellent interpersonal, negotiation and influencing skills; ability to maintain confidentiality, and to deal with a wide variety of people at all levels using effective judgement, tact and diplomacy.	1,2,3
	Ability to cope with an extremely demanding workload, pay attention to detail and to work to a high level of accuracy.	1,2,3
	Experience of policy and procedure development and implementation.	1,3
	Excellent practical IT skills (Microsoft Office) and working knowledge of databases.	1,2,3
	Ability to work directly with very senior staff.	1,3
Training	Able to demonstrate commitment to developing career through personal and professional development.	1,3
	A willingness to undertake further training as appropriate and to adopt new procedures as and when required.	1,3
Qualifications	Educated to degree level or equivalent experience'	1
Other	Commitment to providing a high level of service to both students and University staff.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Knowledge of Loughborough University research and enterprise policies and procedures.	1,3
Skills and abilities	Competence in University IT systems e.g., Agresso, iTrent.	1,3
Other	Broad awareness of developments in Higher Education.	1,3
	Willingness to be flexible regarding hours of work when the occasion demands.	3

Conditions of Service

The position is 0.5 FTE and is open-ended. As this position is managing several posts we would like it worked over a minimum of four days per week, hours to be mutually agreed at appointment.

Salary will be on Administrative Services Grade 6, ££35,608 - £46,049 pro rata per annum, at 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 6-8, details of which can be found [here](#).

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 person's 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](#).

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 <https://www.lboro.ac.uk/services/hr/topics/family-leave/>

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: <https://www.lboro.ac.uk/services/hr/rewards-and-benefits/your-work-life-balance-and-supporting-your-family/>)

Our Accreditations



We strive to create a culture that supports equality 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.



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 themselves with a disability, provided they meet the essential criteria for a role. 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.