

Research & Innovation Support Manager

Job Ref: REQ260721

Job Description

Job Grade: Management & Specialist Grade 6

Job Purpose

Reporting to the Head of Operations, the post holder will 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 and School Research Centres. 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 Duties

Research & Innovation Support

- Provide support for the development and delivery of the School's Research and Innovation Strategy.
- To manage research and innovation 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 across the School to support funding applications.
- Co-ordinate and oversee major funding bids across the School, as appropriate.
- Ensure effective implementation, operation, management, monitoring, and reporting of research and innovation activities, according to relevant internal and 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 the Research & Innovation Office to ensure that sound advice and guidance is given to staff with respect to research and innovation activities.
- To provide extensive support to senior colleagues, including Unit of Assessment Leads and Research and Innovation Directors, in relation to the REF exercise. This will include overseeing the Departmental Output Peer Review and the School's Annual Output Review (AOR) process; maintaining and updating UoA modellers; and ensuring the accurate recording of REF-related information across the School.
- To support the ADRI with the processing of applications and the allocation of research funding, including oversight of research fund allocation processes.
- To provide support to the ADRI in the administration and coordination of all Postdoctoral Fellowship competition applications received within the School.
- To oversee the servicing for all School research and innovation meetings and committees, taking an active part in the meetings.
- Provide advice, guidance, signposting and costing-support for the organisation and delivery of research events, e.g. grant-writing events, knowledge exchange activities and external conferences.

Doctoral Student Support

- To manage the School's Postgraduate Research Officer, providing advice and guidance and directing resources as needed, to ensure delivery of an excellent service to staff, students and external partners.
- Provide guidance, advice and ongoing support to doctoral and postdoctoral researchers throughout their studies and funding period, acting as a key point of contact for queries and student-related matters.
- Manage and support Loughborough University's participation in the Midlands Graduate School (MGS) Economic and Social Research Council (ESRC) Doctoral Training Partnership (DTP). This includes coordinating and administering three annual PhD studentship competitions and one annual Postdoctoral Fellowship competition, ensuring that processes are delivered effectively and in accordance with partnership requirements.

Sustainability

- Support the Head of Operations with the development and implementation of the School-wide sustainability action plan, ensuring liaison with the School's Leadership Team and other colleagues as appropriate. This plan will cover all portfolio areas within the School.

General Administration

- Ensure School-wide engagement and participation with institutional research management systems and tools.
- Contribute to the planning and delivery of School/University initiatives by producing and interpreting management information for use in School initiatives, identifying trends which could have an impact on the School or University activity, recommending approaches to address these and implementing solutions.
- Work collaboratively with colleagues across the School, including active engagement with the School's Professional Services Senior Leadership Group (PSSLG). Provide flexible support and cover as required during periods of high workload or absence, undertaking duties appropriate to the grade and responsibilities of the post.
- To undertake any training and development deemed appropriate for the position by the Head of Operations.
- 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.

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.

This role requires some travel to meetings and partnership activities at universities throughout the Midlands.

Organisational Responsibility

Responsible for the Postgraduate Research Officer.
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	Substantial experience of leading an administrative and business support service within a complex organisation, including evidence of implementing service improvements	1,2,3
	Strong working knowledge of Research Excellence Framework (REF)	1,2,3
	Experience of working collegiately to support the delivery and monitoring of research, innovation and/or enterprise activities and operational plans	1,2,3
	Experience of advising on, and the coordination of, major funding bids	1,3
	Experience of policy and procedure development and implementation	1,3
	Experience of successfully motivating and managing a team, and aligning day-to-day work and goals with local priorities	1,3
	Experience of providing guidance and support to doctoral researchers throughout their studies and funding period	1,3
	Experience of developing, coordinating and implementing sustainability plans across portfolio areas	1,3
Skills and abilities	Excellent communication skills, both written and verbal, including the ability to present complex information clearly to staff at all levels	1,2,3
	Ability to independently assess and organise resources to progress work activities within required deadlines, maintaining attention to details	1
	Effective negotiation and influencing skills, and the ability to deal with a wide variety of people at all levels using effective judgement, tact and diplomacy	1,3
	Sophisticated problem-solving skills and ability to implement appropriate solutions	1
	Experience of interpreting and presenting complex data	1,2
	Advanced IT skills including evidence of using technology to automate or streamline processes	1
	Ability to respond positively to changing organisational, operational and service needs	1,3
Training	Able to demonstrate a sustained commitment to personal and professional development	1
Qualifications	Educated to degree level (or equivalent experience)	1
Other	Demonstrate an ability to behave in a way that adheres to equitable and inclusive working practices, while respecting diversity of thought and supporting freedom of speech and expression	1,3
	Demonstrate a commitment to participating in the life of the organisation e.g. participating or leading events outside of work area	1

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of providing advice on events coordination and costing implications	1,3
	Experience of managing difficult staffing situations	1,3
Skills and abilities	Understanding of higher education and policy environment in relation to research and innovation	1
	Working knowledge of the Units of Assessment (UoA) that are relevant to the School	1,2
Other	Willingness to be flexible regarding hours of work and travel when the occasion demands	1

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 Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. 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 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.

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.