**ROLE PROFILE**

**Job Title:** Research Strategy Manager  
**School/Department:** Research and Innovation  
**Job Family and Level:** Administrative, Professional and Managerial Level 5  
**Contract Status:** Fixed-term, maternity cover for 12 months from 20 May 2019  
**Hours of Work:** Full-time (36.25 hours per week)  
**Location:** Jubilee Campus  
**Reporting to:** Head of Strategy, Policy, Performance and Impact  

**Purpose of the Role:**

Research and Innovation Vision - From Ideas to Impact:  
Research and Innovation will support the University of Nottingham throughout the research and innovation lifecycle - from first ideas through to commercialisation and industry partnerships - from developing PhD students to supporting the University's world-class research leaders.

We will also develop, promote and support teaching and learning linkages with businesses across a range of activities from short courses and continuing professional development through to higher degree apprenticeships.

We will do this by being experts in our fields, taking a customer focused approach and being proactive in working with academics and external partners.

Research Strategy Manager:  
The role holder will be responsible for developing and delivering key initiatives of the University’s Research and Impact Strategy, including the Global Research Themes and Research Priority Areas, and overseeing the implementation of the Beacons of Excellence.

This is a key role in the implementation of the University’s Research Strategy, providing high level support to the University Research Board and providing expert guidance and support for the Pro-Vice-Chancellor (PVC) for Research, and Associate Pro-Vice-Chancellors and Director of Research & Innovation.

The role includes significant programme and project management responsibility relating to the business of University Research Board and the implementation of Research Strategy, and the management of the University Research Board budget. The role will require an individual with an exceptional level of professionalism, tact, organisational ability and strategic thinking.

**Main Responsibilities**

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<th>Main Responsibilities</th>
<th>% time per year</th>
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| 1. Development, implementation and monitoring of the University Research Strategy:  
  - The role holder will have responsibility for this programme of work, as well as programme management responsibility for specific strands of activity including the Beacons of Excellence, Global Research Themes and Research Priority Areas.  
  - A major element of the University's Research Strategy is the delivery of Beacons of Excellence programme. The role holder will have programme management | 50% |
responsibility for the delivery and implementation of this initiative, and will be responsible for monitoring and reporting progress to the Research Strategy Programme Board.

- Within the Research Strategy is network of interdisciplinary Research Priority Areas which are linked to one or more of five Global Research Themes. The role holder will work with the A-PVC for Research Strategy and Performance, and Leaders of the Global Research Themes to continue the delivery of this aspect of the Research Strategy.
- The role holder will be the key link between the PVC Research and University Research Board, and colleagues in other Professional Services such as Marketing, Communications & Recruitment with respect to the implementation of the Research Marketing Communication Strategy.
- The role holder will be responsible for monitoring progress against the goals of the Research Strategy and reporting to University Research Board on a regular basis.

2. **Provision of a high quality secretariat to the University Research Board and support for the PVC Research:**

- The development, implementation and management of the business of University Research Board. This includes preparation of papers, ensuring actions are completed, reporting to University Senate and communicating decisions to the wider University.
- Provision of high quality, appropriate and timely advice and support to the PVC Research, including: background research, receiving and conveying information, drafting and producing documents, drafting communications on behalf of PVC Research.
- Contribute to joined-up working, sharing and acquisition of information, and good communication across the University.
- Monitoring of Research Board budget in collaboration with colleagues in Financial Management and Research & Innovation. This includes monitoring of commitment and spend against budget; tracking University Research Board commitments against the pipeline of strategic bids; the financial management of a number of the University Research Board investments; and being alert to opportunities for new or altered patterns of investment.

25%

3. **Project and Programme Management:**

- Delivery of agreed programmes of work to deliver against the University’s strategic research priorities. The development and implementation of new strategic interventions and review of current initiatives.

10%

4. **Partnership Working:**

- Working in partnership with colleagues within Research & Innovation, in other Professional Services departments, and in Schools to develop and implement projects which fall under the auspices of the University's Research Strategy and University Research Board.
- Development of extensive networks and relationships across all of the University’s Schools, Professional Service Departments and Campuses, as well as with colleagues at other institutions, and with the University's strategic partners.
- Development of excellent knowledge of the governance, policies and systems that operate between central activities and Schools within the University.

10%

5. **Other tasks at the request of the Director of Research & Graduate Services, Pro-Vice Chancellor for Research or Assistant Director (Research Development)**

5%

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<th>Knowledge, Skills, Qualifications &amp; Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Qualifications/ Education</strong></td>
<td>• Educated to degree level or equivalent, or significant managerial experience</td>
<td>• Higher degree</td>
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<td>• A project management qualification</td>
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<tr>
<td><strong>Knowledge / Skills/Training</strong></td>
<td>• Proven effective communication and interpersonal skills</td>
<td>• Knowledge and understanding of the UK and international Higher Education sectors, in particular Research</td>
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<td>• Excellent written communication skills, including preparing reports, presentations and business cases</td>
<td>• Knowledge of the work of Schools and Professional Services within a large research-intensive university</td>
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<td>• Proven analytical and problem solving capability</td>
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<td>Demonsrable effective prioritisation, planning and organisation skills</td>
<td>Knowledge of the internal and external responsibilities of a PVC for Research</td>
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<td>An ability to convert complex information into an effective and accurate brief</td>
<td>Understanding of the research lifecycle and the associated outputs</td>
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<td>Ability to handle sensitive and confidential matters and manage conflict effectively.</td>
<td>Strategic thinking skills</td>
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<td>Proven ability to work across all levels of a complex organisation and demonstrate effective engagement with key stakeholders</td>
<td>Operational planning, management and business process skills</td>
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<td>Excellent IT skills in a wide range of software packages</td>
<td>High degree of numeracy and analytical skills</td>
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<td>Knowledge of the internal and external responsibilities of a PVC for Research</td>
<td>Experience of working within the Higher Education Sector</td>
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<tr>
<td>Understanding of the research lifecycle and the associated outputs</td>
<td>Proven ability to work with senior staff across a large university, and with external strategic partners</td>
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**Experience**

- Experience of working in a strategic environment and contributing to future planning
- Experience of supporting leadership within a complex organisation
- Experience of identifying new opportunities and developing creative solutions
- Experience of managing different, complex and large scale projects simultaneously
- Experience of initiating, implementing and managing change
- Demonstrable, extensive, proven experience of influencing, persuading and negotiating with senior members of staff
- Experience of developing a network of contacts within a complex organisation in order to facilitate collaboration and communication
- Experience of producing high quality documentation and briefings
- Proven operational management, strategic and business planning skills
- Financial awareness and an ability to manage budgets

**Other**

- Ability to work in a team environment, supporting colleagues and sharing knowledge and best practice
- Ability to work independently, demonstrating high levels of customer focus, flexibility and innovation
- Excellent time management and prioritisation skills
- An understanding of the key working relationships required with staff at all levels across a large university

The University of Nottingham strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.