



ROLE PROFILE

Job Title: Research Development Manager (Smart Products Beacon of Excellence)

School/Department: Financial & Business Services, Research and Innovation

Job Family and Level: Administrative, Professional and Managerial, Level 5

Contract Status: Fixed Term 1 August 2019 until 31 July 2024

Hours of Work: Full-time

Location: Jubilee Campus

Reporting to: Head of Operations, Smart Products Beacon

Purpose of the New Role:

The Smart Products Beacon explores how leading edge technologies emerging from Computer Science and Engineering can fundamentally disrupt the nature of products and how they are made.

Based within the Research Strategy Unit of Research and Innovation, but working on a daily basis with the Smart Products Beacon of Excellence, you will be a key member of the Beacon team that will contribute to achieving a significant increase in the Beacon’s research funding portfolio, in line with the University’s Research Strategy.

This role will manage and assist in the generation of a portfolio of research grant applications and relationships for the Smart Products Beacon. Particular focus will be applications to UKRI - particularly EPSRC, Innovate UK, the Global Challenges Research Fund (GCRF) – Horizon 2020, Industrial Strategy Challenge Fund (ISCF) and other relevant funding sources. A major emphasis of the role will be on developing productive collaborations, improving application success rates, and working in partnership across the University to secure funding for the Beacon.

| | Main Responsibilities | % time per year |
|----|---|------------------------|
| 1. | <p>Develop a portfolio of research funding proposals within the Smart Products Beacon: To identify, promote and support the development of a portfolio of new research funding proposals within the remit of the Smart Products Beacon, including those involving submissions with values over £1M. A primary focus will be on UKRI (particularly EPSRC, and Innovate UK). The post-holder will also play a central role for other development opportunities such as GCRF, Industrial Strategy Challenge Fund, Horizon 2020 and other funding sources relevant to the Beacon.</p> <p>The post-holder will provide key support for academic staff and work in partnership with Research and Innovation, relevant schools and faculties, other Research Development staff and UK partners to develop collaborative proposals. This will be done through identifying suitable opportunities, building targeted partnerships, writing and preparing content, liaising with finance and outreach and engagement personnel, co-ordinating with partner HEIs, reviewing proposals, organising peer reviews and mock interviews, working with the Research</p> | 70% |

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| | Strategy Manager to secure institutional support, and supporting in the submission of proposals to the major funding bodies. | |
| 2. | <p>Support strategic research development projects: To support interdisciplinary and/or collaborative research developments and policy initiatives for the Smart Products Beacon. This includes working with and advising academic and senior staff by: writing and preparing briefings, drafting project plans and policies, supporting project teams and working groups.</p> <p>Research Development projects could include: identifying new research collaborators, developing international research collaborations, developing collaborations and partnerships with other HEIs or public bodies.</p> | 10% |
| 3. | <p>Project manage interventions to improve success rates: To work with the Beacon academic leadership, Head of Operations and other Research Development staff to promote, co-ordinate and review interventions to improve success rates, such as peer review/mentoring processes within the Beacon.</p> | 10% |
| 4. | Manage own personal and professional development to ensure up to date knowledge of the research landscape and draw on this to contribute widely to support the Beacon team. | 5% |
| 5. | Any other duties appropriate to the role and level. | 5% |

Knowledge, Skills, Qualifications & Experience

| | Essential | Desirable |
|--------------------------------------|---|---|
| Qualifications/ Education | <ul style="list-style-type: none"> Educated to degree level or equivalent in a relevant scientific or engineering field. | <ul style="list-style-type: none"> Post graduate research degree in Computer Science or Engineering |
| Skills/Training | <ul style="list-style-type: none"> Proven, effective, excellent development of compelling proposals for funding and/or business cases. Good understanding of the UK research funding environment and HE research agendas and willingness to keep abreast of broader developments in HE that relate to research funding. Proven ability to work across all levels of a complex organisation, demonstrating effective engagement with key stakeholders. Demonstrable ability to influence, persuade and negotiate with academic and other staff to facilitate collaboration and stimulate opportunity. Demonstrable effective prioritisation, operational planning, organisational, business process, time management and project/programme management skills. High degree of numeracy and excellent IT skills. Good budgetary and financial awareness. | <ul style="list-style-type: none"> Knowledge of Higher Education policy developments and wider context relevant to research, business development and postgraduate training Awareness of equal opportunities and data protection legislation Experience of costing systems |
| Experience | <ul style="list-style-type: none"> Substantial relevant experience in an academic/research liaison role that demonstrates credibility in working with academics and senior administrators. Successfully developing funding and partnership proposals Successfully co-ordinating a portfolio of overlapping short, medium and long term projects. | <ul style="list-style-type: none"> Experience of working with the research development agenda within HE. Experience of working within research areas of the Smart Products Beacon, either in an active research role or supporting role. |
| Statutory/Legal | <ul style="list-style-type: none"> A high degree of self-motivation and ability to inspire and motivate others | <ul style="list-style-type: none"> Evidence of a 'customer focus'. |



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