ROLE PROFILE

Job Title: Research Development Manager (Social Sciences)
School/Department: Financial & Business Services Department – Research and Graduate Services, Centre for Advanced Studies in the Arts and Social Sciences
Job Family and Level: Administrative, Professional & Managerial, Level 5
Contract Status: Permanent
Hours of Work: Full-time (36.25 hours per week)
Location: University Park Campus
Reporting to: Head of Research and Knowledge Exchange (Arts and Social Sciences)

Purpose of the New Role:
The purpose of the role is to work with a cluster of identified Schools (Business and Economics) and across the Faculty of Social Sciences to proactively identify and secure research funding opportunities and new partnerships, both in the UK and internationally. These opportunities will include research councils, partnership with commercial and governmental organisations, the development of consortia proposals; and ongoing management of funder/partner relationships. The role holder will provide senior level advice and support to Schools and PIs in the bidding for and management of large complex grants and will contribute to preparations for REF. The role holder will also contribute to developing systems for internal peer review and increasing the quality of bids and be required to manage the day-to-day research operations interface between R&I and their designated Schools' research support teams to aid submission, acceptance and project set up stages of grant development.

Main Responsibilities

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<th>% time per year</th>
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1. Lead the development of collaborative research and impact:
   - Liaise with external organisations to provide information and guidance to academics on external research opportunities and academic funding Opportunities.
   - Lead the development of cross-disciplinary/schools/institutional bids for major research programmes and to liaise closely with external stakeholders, sponsors, agencies and partners.
   - Actively seek out links and partnerships with relevant external organisations, agencies and community groups and broker academic engagement to enable research with impact.
   - Raise awareness of appropriate funding sources and supporting promising research groups.
   - Diversify and maximise research income through interdisciplinary and cross-sector partnership development in bids.
   - Work with academic faculty in the identified Schools to gain a thorough understanding of their research competencies and match their expertise to available funding opportunities.
   - Support wider dissemination and marketing of research outcomes.
   - Lead and contribute to development of CAS guidelines and tool-kits for Schools and academics and contribute to the dissemination of best practice across the Faculty.
- Resolve problems in the research environment that are complex or unforeseen including managing the interface between R&I and identified Schools’ research support teams.
- Lead Faculty-facing team on delegated research development tasks.

2. **Research Strategy development and implementation:**
Contribute to the development of effective research & KE strategies which will substantially increase the Schools’ and Faculty’s externally funded research income and margins and broaden the base of the Schools’ and Faculty’s research portfolio. This includes:
- participating as an active member of Schools’ Research Directorates and contributing to its strategic discussions and decision-making.
- cultivating a research environment that is entrepreneurial and outward focusing.
- working closely with School Research Directors in driving forward the research objectives aligned with metrics being developed for the Research Excellence Framework (REF).

3. **Reporting and gathering information:**
- Report regularly to the Head of Research & KE (Arts and Social Sciences) on activity.
- Ensure that all portfolio projects are part of a broader reporting mechanism within the University e.g. CAS Executive, Faculty Research Boards and R&G reporting lines to Research Board, Knowledge Exchange Board, and Management Board.
- Collate and disseminate intelligence on external organisations with close links to research themes.
- Support REF preparations by assisting with impact case studies, environment statements and collation of information.

4. **Keep abreast of current developments across the disciplines within the Faculty of Social Sciences:**
- Use recognised support networks to generate information on current opportunities for research e.g. Research Professional, ARMA etc.
- Attend pertinent conferences and workshops that offer insight into supporting research and business development.

5. Any other duties appropriate to the grade and role.

**Knowledge, Skills, Qualifications & Experience**

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/ Education</strong></td>
<td>Educated to Degree level (or equivalent) in a Social Science or Humanities discipline with proven relevant experience in a similar role.</td>
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<td><strong>Skills/Training</strong></td>
<td>Proven negotiating, influencing and diplomacy skills. Ability to think strategically, and to contribute to policymaking. High level project management skills. Excellent verbal and written communication, presentation and interpersonal skills. Excellent analytical and problem solving skills. Excellent planning and organisational skills. Collegiate and effective team player but able to work on own initiative. Ability to deliver results against tight deadlines. Excellent understanding of UK Research and EU Funding Programmes. Enthusiasm, creativity and proactive drive. An ability to think strategically as well as focus on operational details.</td>
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- Ability and confidence to ‘translate’ between academics and industry/sponsors, as well as the ability to communicate with people of all levels.
- Excellent writing skills for the preparation of proposals and reports.
- A high degree of self-motivation and ability to motivate others.

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<td>Previous extensive experience of providing research support in an academic environment.</td>
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<td>Previous experience and established knowledge of relevant Research Council and other Social Sciences funders, application development and grant management.</td>
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<td>Experience of managing large budgets.</td>
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<td>Experience of working across academic disciplines.</td>
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<td>Successful proposal development, bid writing and securing funding from academic or non-academic sources.</td>
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<td>Experience of managing multiple complex projects.</td>
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<td>Experience of networking and building relationships to deliver effective collaborations.</td>
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<td>Previous experience of partnership development and partnership working to enable collaborative research and knowledge exchange.</td>
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*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.*