**Role profile**

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Development Manager (Facilities and Equipment)</th>
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<tbody>
<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 5</td>
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<tr>
<td>School/Department</td>
<td>Research &amp; Innovation</td>
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<tr>
<td>Location</td>
<td>Jubilee Campus</td>
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**Purpose of role**

This is a key role within the Research Strategy and Development Team of Research and Innovation providing a high level of professional support to enable the University to secure investment in its research equipment and facilities that underpin word-changing research.

The role manages and co-ordinates the University’s responses to funding relating to research equipment, leading on major and strategic opportunities. This role will build on a track record of funding over recent years in the EPSRC Strategic Equipment calls, BBSRC ALERT and other key successes. The role holder will monitor and interpret policy developments in the sector, advising and implementing recommendations under the governance of the University's Facilities & Equipment Management Committee (FEMC), chaired by the Pro-Vice Chancellor for Research & Knowledge Exchange.

The role holder will work effectively with a wide range of stakeholders across all areas of Research and Innovation, other Professional Services (particularly Financial Management, Procurement, Information Services), with staff at all levels in Faculties and Schools, with funding agencies and other institutions.

The post includes management of the UNICAS Project Manager, a project to pump-prime interdisciplinary collaborations to enable new research underpinned by the University’s research equipment. It also co-ordinates initiatives to ensure effective sharing and utilisation of equipment that will lead to high quality research outcomes, including through wider partnerships such as the Midlands Innovation consortium, and the management of a portfolio of collaborations and projects that contribute towards securing of research income for the University.

**Main responsibilities**

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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<tr>
<td>20%</td>
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<td>30%</td>
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1. **Co-ordinate the University’s strategy and approach to research equipment**

   To co-ordinate and lead the inputs, reporting, intelligence and information needed to shape and drive the University’s forward strategy for the management, acquisition and replacement of capital research equipment and facilities. This includes support for the governance of research equipment through the FEMC.

   **20%**

2. **Supporting the development of equipment-related funding applications**

   **30%**
Drive the development of processes and knowledge to maximise the University’s ability to respond to external funding opportunities for capital research equipment in a strategic and effective manner. This will involve monitoring, interpreting and advising on the evolving requirements of key sponsors and supporting the development of specific proposals relating to strategic equipment acquisition.

### Supporting maximum use and best management of our research equipment
Support the development and implementation of processes, policies, systems and functionality to increase the utilisation, efficiency and effectiveness of our capital research equipment to underpin research excellence. This activity will enable greater visibility of University equipment, support management information requirements and facilitate new functionality. It includes line management of the UNICAS Project Manager to continue development of the UNICAS project to pump-prime new interdisciplinary collaborations that enable new research directions underpinned by the University’s research equipment.

### Managing strategic relationships
Manage a portfolio of collaborations, partnerships, and strategic sponsor relationships that enable the University to significantly increase and diversify its research funding to underpin excellence research with high quality outcomes.

### Other
Other tasks commensurate with the role that delivers against the University’s Research Strategy and is aligned with team and departmental objectives.

## Person specification

<table>
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<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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<td>▪ Successfully developing funding and partnership proposals.</td>
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<td></td>
<td>▪ Successfully co-ordinating a portfolio of overlapping short, medium and long term projects.</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>
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<td>▪ Excellent written communication skills, including preparing reports, presentations and business cases with a proven ability to synthesise and convert complex information into an effective, accurate and compelling brief.</td>
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<td></td>
<td>▪ High degree of numeracy, IT and analytical skills, with good financial/budgetary awareness.</td>
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| Knowledge and experience | ▪ Ability both to work in a team environment - supporting colleagues and sharing knowledge and best practice - and working independently, demonstrating high levels of customer focus, flexibility and innovation. | ▪ 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.  
▪ Relevant experience in an academic/research liaison role that demonstrates credibility in working with academics and senior administrators.  
▪ Experience of working in a strategic environment, supporting and influencing high-level decision-making, contributing to future planning, and managing change.  
▪ Knowledge and understanding of the UK and international Higher Education sectors, in particular Research.  
▪ Knowledge of the work of academic departments and support services within a large research-intensive university.  
▪ Experience of working with research equipment, such as during a PhD, as a postdoctoral researcher or in a non-academic organisation.  
▪ Understanding of the research lifecycle.  
▪ Experience of working within the higher education sector or other public-sector scientific/research environments.  
▪ Experience of working with senior staff across a large university, and with external strategic partners.  
▪ Experience of developing applications for research/equipment funding.  
▪ Experience of servicing senior-level Boards or Committees.  
▪ Knowledge of university governance, management and support structures.  
▪ Understanding of policies, legislation and regulations governing research, including the procurement of research equipment. |

| Qualifications, certification and training (relevant to role) | ▪ Educated to degree level or equivalent, or significant managerial experience (as described above). | ▪ Higher degree.  
▪ A project management qualification (e.g. PRINCE2). |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

**Taking ownership**
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

**Forward thinking**
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

**Professional pride**
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

**Always inclusive**
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

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Line manager

Role holder

Key stakeholder relationships

Direct Reports: UNICAS Project Manager

Colleagues: Research Development Manager (UKRI); Research Development Manager (Charities); Research Development Officer

Research Strategy and Development Team Leader

Research Development Manager (Facilities and Equipment)
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