Job title	Faculty Research Strategy Senior Manager	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Faculty of Medicine and Health Sciences	Location	Faculty Hub, Medical School Building

Purpose of role

To act as a Research Strategy Manager in the Faculty of Medicine and Health Sciences research and knowledge exchange team. The role will involve contributing at a strategic level to research development opportunities across the wider faculty, identifying early stage collaboration/market opportunities and the future pipeline for applications, and to align with the strategic direction of major funding entities. It will coordinate activity with colleagues across the faculty and central services to drive desired research outcomes. You will contribute to the research lifecycle as a senior manager, driving progress to metrics and focusing on increasing output and quality. The role may also contribute to the impact agenda associated with our research output to ensure appropriate coverage and documentation.

This role will make an important contribution to the successful implementation of the University's research strategy, focusing on specific objectives within the Faculty of Medicine and Health Sciences (FMHS). You will support a range of strategic initiatives to the Faculty's performance in Research and Knowledge Exchange. Working collaboratively with colleagues across schools and professional services, you will coordinate Faculty contributions towards the University's Research Strategy.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	**% time per year**
1	**Research strategy** • Plan and deliver key projects that will enhance the research portfolio, reputation and research culture in line with the Faculty strategic plan. • Work in partnership with colleagues in schools and professional services including Research and Innovation, the Researcher Academy, Campaign and Alumni Relations Office, and Faculty and School leads for Research, Knowledge Exchange, Postgraduate Researchers to improve research performance in line with University and Faculty strategies and targets. • Advise on initiatives required to enable the research in the Faculty to grow.	40%
2	**Research development** ▪ Identify, promote and co-ordinate funding opportunities within the Faculty by understanding the internal and external environment, potential new opportunities, and joining up/creating collaboration opportunities across the Faculty, the University, and our partners	25%

	▪ Organise and deliver key Research and KE initiatives and opportunities to enhance our current portfolio and ensure progress towards key performance indicators.	
3	**Knowledge exchange and impact** • In collaboration with academic and professional services colleagues including Research and Innovation and the Institute of Policy and Engagement, identify, support and document key impact of our research output as an ongoing activity, and in support of the current/future research assessment cycles. • Drive collaboration and increased reputation of research internally and externally.	20%
4	**Leadership and Management** ▪ Line manage members of the Research Support team within the faculty team as required, by administering workloads, conducting performance reviews, team training and induction, and supporting professional and personal development ▪ Deputise for the Faculty Head of Research and Knowledge Exchange as required	10%
5	▪ Any other duties appropriate to the role and level	5%

Person specification

	Essential	**Desirable**
Skills	▪ Strategic thinking, business planning and evidence-based decision making ▪ Proven project management and problem-solving skills ▪ High level of numeracy and proven ability to analyse and manipulate figures and data with ease ▪ Ability to work well under pressure ▪ Excellent interpersonal and communication skills (including written and oral skills), delivered with a proactive and positive attitude ▪ Ability to motivate, negotiate and influence both individuals and teams ▪ Ability to work with minimal supervision, prioritising and planning own workload to deliver targets ▪ Excellent IT skills including MS Office	
Knowledge and experience	▪ Significant, recent experience in a relevant role ▪ Good understanding of research in a Higher Education context including key challenges and opportunities ▪ Experience of leading strategic projects and effective engagement with senior colleagues ▪ Experience of working to tight deadlines ▪ Evidence of leadership, experience of managing staff, including managing performance through coaching and motivation	▪ Experience of research strategy and development in Higher Education ▪ Commercial acumen and/or understanding of funding bodies
Qualifications, certification and training (relevant to role)	▪ Good honours degree **OR** ▪ Proven track record of extensive relevant work experience, demonstrating practical and theoretical knowledge of a specific / specialised field of work	▪ Professional qualification in management and/or project management.
Statutory, legal or special requirements	▪ Understanding of GDPR and information security requirements.	

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

Line manager

Head of Research & Knowledge Exchange, Faculty of Medicine and Health Sciences

Role holder

Faculty Research Strategy Manager

Key stakeholder relationships

Academic Stakeholders

RKE colleagues within the Faculty and Schools

Professional services colleagues