



<b>Job title</b>	Research Leadership Development Manager	<b>Job family and level</b>	Administrative, Professional and Managerial Level 5
<b>School/ Department</b>	Research & Innovation – Researcher Academy	<b>Location</b>	University Park – Highfield House with some hybrid working

## Purpose of role

Developing, supporting and cultivating our research culture and talent is a key part of the University of Nottingham’s strategic delivery plan for research. In this new role you will help to deliver our ambitions in terms of building a collegiate, inclusive and ambitious research environment and enhancing research leadership.

You will contribute to shaping and developing the University’s existing suite of provision for early and senior researcher leaders and will lead the development and delivery of a new programme for mid-career researchers. You will need to build relationships with multiple stakeholders across the university, balance their competing priorities and develop and implement initiatives in close collaboration with them. You will be responsible for helping to foster an inclusive and strong researcher community and culture.

You will have experience of leadership development, extensive stakeholder engagement and understanding of how to apply these in the context of research leadership.

The role sits within the Researcher Academy and reports to the Head of Researcher Development. It will also work very closely with the Academic Director of the Research Leadership Programmes.

	<b>Main responsibilities</b> (Primary accountabilities and responsibilities expected to fulfil the role)	<b>% time per year</b>
1	<p><b>Research Leadership Development</b></p> <ul style="list-style-type: none"> <li>▪ Work with the Head of Researcher Development and the academic programme lead to design and deliver a comprehensive research leadership programme which develops strategic research leadership capacity to successfully deliver the Research SDP</li> <li>▪ Contribute to the development of a research leadership strategy which addresses and responds to the leadership requirements and expectations at different career stages.</li> <li>▪ Develop and deliver a research leadership programme for mid-career researchers informed by stakeholder needs and requirements.</li> <li>▪ Support the delivery of the wider research leadership provision including programmes for early and senior research leaders.</li> <li>▪ Embed processes for monitoring and evaluating progress and impact of research leadership development on KPIs and wider research environment and culture.</li> <li>▪ Develop and support peer networking and communities of practice for research leaders including for example, coaching and mentoring.</li> <li>▪ Develop and build networks of contributors who can provide relevant</li> </ul>	50%

	<p>specialist knowledge and expertise to support the delivery of the programmes.</p> <ul style="list-style-type: none"> <li>▪ Work with the University's Leadership and Management Academy and other leadership professionals to share best-practice, harmonise processes and ensure participants are directed to the most appropriate leadership interventions for their needs.</li> <li>▪ Contribute to an annual review and planning process including undertaking analysis and producing reports and recommendations to inform future developments.</li> <li>▪ Support and promote equality, diversity, and inclusion into all aspects of the role. Undertake and regularly review equality impact assessments to ensure that provision does not exclude or marginalise particular researchers.</li> </ul>	
2	<p><b>Build and manage stakeholder relationships</b></p> <ul style="list-style-type: none"> <li>▪ Establish strong and effective networks with stakeholders across the research community to ensure that leadership activities and initiatives meet their needs and are informed by priorities, resource availability and stakeholder feedback.</li> <li>▪ Engage researchers through approaches that foster supportive interdisciplinary and transdisciplinary networks and promote a strong researcher community and culture.</li> <li>▪ Collaborate with colleagues and other professional services to ensure that activities are integrated with institutional and sector developments and are delivered in a coordinated manner.</li> <li>▪ Contribute to specific projects and working groups taking responsibility for leading and managing these as appropriate.</li> <li>▪ Work with the Researcher Academy Communications team to create a communication strategy to ensure all stakeholders are actively engaged with the provision.</li> <li>▪ Engaging, contracting and managing services of external specialists and organisations to agreed levels.</li> </ul>	30%
3	<p><b>Other Responsibilities</b></p> <ul style="list-style-type: none"> <li>▪ Undertake professional development to ensure the continual updating of skills and knowledge.</li> <li>▪ Contribute to the development and delivery of the Researcher Academy's key performance indicators.</li> <li>▪ Provide advice and coaching to individual researchers and refer them to appropriate sources of specialist support or guidance as appropriate.</li> <li>▪ Lead and contribute to matrix teams to address projects that straddle different Researcher Academy and Research and Innovation priorities.</li> <li>▪ Act as the University lead and expert on leadership keeping abreast of best practice and latest research.</li> </ul>	20%

## Person specification

	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"> <li>▪ Skilled communicator with excellent training, facilitation and presentation skills and demonstrable experience of delivering impactful professional development.</li> <li>▪ Demonstrable skills in building relationships, influencing others and working effectively with a wide range of stakeholders.</li> <li>▪ Ability to successfully motivate and influence, persuade and challenge individuals at all levels.</li> <li>▪ Good project management skills and ability to manage multiple projects simultaneously, resolve problems and ensure optimal use of time and resources.</li> <li>▪ High-level oral and written skills with the ability to communicate effectively and adapt communication style to suit different stakeholders and audiences.</li> <li>▪ Excellent numeracy and IT skills including ability to evaluate and analyse, quantitative data.</li> <li>▪ Ability to work constructively and collaboratively as part of a team.</li> <li>▪ Ability to think creatively and strategically.</li> </ul>	
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in designing and delivering leadership programmes</li> <li>▪ Experience of coaching and mentoring and providing effective support to others.</li> <li>▪ Significant understanding of the issues, trends, opportunities and challenges of research leadership in higher education.</li> <li>▪ Experience of effective people and project management including the management of budgets.</li> <li>▪ Experience of evaluating projects or programmes and considering the needs of multiple stakeholders.</li> <li>▪ Experience of leading beyond authority and garnering input and contributions from those outside of direct reporting structure.</li> <li>▪ Knowledge and understanding of equality, diversity and inclusion and experience and commitment to embedding this in practice.</li> </ul>	

<b>Qualifications, certification and training (relevant to role)</b>	<ul style="list-style-type: none"> <li>▪ A good first degree from a relevant discipline or extensive relevant professional experience.</li> <li>▪ Coaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant postgraduate or professional qualification in academic, organisational or leadership development.</li> <li>▪ Fellowship of the HE Academy or another professional teaching and/or training qualification.</li> </ul>
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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:

<b>Valuing people</b>	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.
<b>Taking ownership</b>	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.
<b>Forward thinking</b>	Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
<b>Professional pride</b>	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.
<b>Always inclusive</b>	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

