



| | | | |
|---------------------------|-------------------------|-----------------------------|---|
| Job title | Fellowships Manager | Job family and level | Administrative, Professional and Managerial Level 5 |
| School/ Department | Research and Innovation | Location | Highfield House |

Purpose of role

The Fellowships Manager will manage the delivery, implementation and evaluation of the University’s Anne McLaren Fellowships and Nottingham Research Fellowships programmes and will lead strategic initiatives to maximise the University performance and success in external fellowship schemes, as well as providing support to prospective and current independent fellowship holders.

The role includes significant programme, project and budget management responsibility relating to the internal Fellowships schemes. The role holder will be responsible for building a community amongst the fellowship holders and will provide advice in relation to strategic and operational research planning to ensure that fellows are supported and empowered to realise their potential.

The role holder will work with a broad range of internal and external stakeholders to deliver the fellowships programme. This includes senior leaders for research and knowledge exchange, human resources, research and researcher support staff and funding and professional bodies. The person appointed will have an exceptional level of professionalism, tact, organisational ability and strategic thinking as well as a demonstrable commitment to Equality Diversity and Inclusion in research.

| | Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role) | % time per year |
|---|---|------------------------|
| 1 | <p>Management of the University's internally funded Nottingham Research and Anne McLaren Fellowships schemes</p> <ul style="list-style-type: none"> • Development and implementation of the Fellowship recruitment strategy ensuring that equality, diversity and inclusion are considered at all stages. • Establish and implement supporting processes including promotional and recruitment campaigns, preparation of supporting information, liaison with Schools and Faculties; managing the shortlisting and interview panels. | 30 % |

| | | |
|---|---|------|
| | <ul style="list-style-type: none"> • Liaise with internal stakeholders including External Relations, Schools and HR to ensure that fellowship recruitment is coordinated and that all parties are fully briefed and updated. • Review line management and mentoring support arrangements for Fellows and work with HR and Schools to ensure that review points are managed smoothly and appropriately. • Work with the RKE Internal Funds Manager to monitor and report on budgets liaising with Fellows, Schools, Faculties and local Finance managers as necessary. • Establish mechanisms to capture and report the outcomes and outputs of the Fellowships programmes preparing briefings and updates on these for Research Committee and senior research leaders. | |
| 2 | <p>Improve the University’s performance and success in external fellowship schemes.</p> <ul style="list-style-type: none"> • Maintain expert knowledge of major, prestigious and strategically important external fellowship schemes and put in place a strategy to promote and support the effective dissemination and approaches to development of applications to these. • Act as the lead for external Fellowship schemes working in partnership with Schools and Faculties to identify key individuals for external fellowship applications. • Provide guidance and support to academic and Research Development Staff across the University to support fellowship application, putting in place demand management, internal review processes and mock interviews as appropriate. • Work with external funders to share knowledge and better understand the University’s performance, putting in place measures to address this, and providing briefings for high level discussions with funders to influence funding and priority decisions. | 30 % |
| 3 | <p>Support and cohort community building</p> <ul style="list-style-type: none"> • Ensure that adequate support is provided to internal and externally funded fellowship holders to ensure an excellent fellowship experience which enables fellows to make an active contribution to the University’s Research Strategy. • Build a community amongst the fellowship holders, providing tailored advice in relation to strategic and operational research planning to ensure that they are supported and empowered to realise their potential. | 15 % |

| | | |
|---|---|------|
| | <ul style="list-style-type: none"> • Develop and deliver networking, dissemination, and professional development events to best support the requirements of current and prospective fellows. • Ensure that the specific needs of Fellowship holders are represented and communicated within the University, providing advocacy, support and solutions. | |
| | <p>Monitoring, Reporting and Evaluation</p> <ul style="list-style-type: none"> • Ensure that mechanisms and processes are in place to capture and report the outcomes and outputs of the Fellowships programmes, preparing briefings and updates on these for dissemination including to senior leaders, committees and funding bodies. • Work with Fellowship holders and External Relations to effectively disseminate and promote the fellowships schemes and their outcomes through the development of case studies of research and the researchers involved. • Work with Research Leaders and senior administrative staff to promote, co-ordinate and review interventions to improve success rates for externally funded fellowships. • Work with External Relations to effectively promote the fellowship programme through case study and other promotional materials. | 10% |
| 4 | <p>Partnership working</p> <ul style="list-style-type: none"> • Day to day management of the Researcher Support Officer (Fellows and Early Career Researchers) • Work with Fellowship holders and the University's marketing team to disseminate and promote the schemes, Fellows and the research undertaken. • Work closely with all stakeholders including strategic partners and R&I teams to keep abreast of changes to the landscape and influence and inform future direction and delivery of the Fellowships and related programmes and opportunities. | 10 % |
| 5 | <p>Other Responsibilities</p> <ul style="list-style-type: none"> • To actively support the R&I Culture & People Plan and R&I's responsibilities in relation to EDI • Lead matrix teams to address projects that straddle different R&I functions | 5 % |

Person specification

| | Essential | Desirable |
|--|---|--|
| Skills | <ul style="list-style-type: none"> ▪ Demonstrable effective project and programme management skills with the ability to oversee and manage multiple workstreams with strong attention to detail. ▪ Proven ability to work across all levels of a complex organisation, demonstrating effective engagement with key stakeholders including ability to influence, persuade and negotiate. ▪ Proven, effective communication and analytical skills including the ability to define, measure and monitor key evaluation criteria. ▪ Proven commitment to equality, diversity and inclusion and ability to demonstrate application of these in a relevant context. ▪ Facilitation skills and the ability to bring together people to support effective collaboration. ▪ Effective oral and written communication skills. | <ul style="list-style-type: none"> ▪ Understanding of the research lifecycle and the associated outputs. ▪ Proven ability to work with senior staff across a large university, and with external strategic partners. |
| Knowledge and experience | <ul style="list-style-type: none"> ▪ Knowledge and understanding of fellowships and their importance in the research and researcher career. ▪ Experience of developing research proposals and applications ▪ Experience of developing and managing a complex projects or programmes of activity. ▪ Experience of producing high quality reports, presentations and business cases, and an ability to convert complex information into an effective and accurate brief. ▪ Experience of building a network or community of practice. | <ul style="list-style-type: none"> ▪ Experience of working within the Higher Education or research funding sector. ▪ Experience of supporting leadership within a large/complex organisation, working in a strategic environment, contributing to future planning and managing change. |
| Qualifications, certification and training (relevant to role) | Educated to degree level or equivalent, or significant managerial experience. | Higher degree. A project management qualification. |



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** Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
- Taking ownership** Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
- Forward thinking** Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
- Professional pride** Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
- Always inclusive** Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others



