Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Research Strategy and Performance Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job family and level</td>
<td>Administrative, Professional and Managerial Level 4</td>
</tr>
<tr>
<td>School/Department</td>
<td>School of Medicine</td>
</tr>
<tr>
<td>Location</td>
<td>University of Nottingham</td>
</tr>
</tbody>
</table>

Purpose of role

To support projects and activities in accordance with the School of Medicine’s Research Strategy; to assist the Director of Research and Knowledge Exchange and the Head of Research and Knowledge Exchange in developing and implementing research strategies at an operational level. The role holder would also provide high quality and specialist support to academic staff and research students to improve the research performance within the School of Medicine (SoM).

The duties and percentage time allocation provides an indication and framework for the role and should not be regarded as a definitive list or allocation. Other reasonable duties commensurate with the grade, spirit and purpose of the post may be requested. The role holder will be expected to work flexibly to support the Professional Services across the School.

The School of Medicine recognise the importance of continuous professional development and therefore the importance of providing opportunities, structured support and encouragement to engage in professional development each year.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Primary accountabilities and responsibilities expected to fulfil the role)</td>
<td>70%</td>
</tr>
</tbody>
</table>

1 Research Strategy Support and Implementation

- Working either independently or with the Head of Research and Knowledge Exchange, to support the implementation of the School’s research strategy
- Provide project management support, and draft reports and briefing papers with the Head of RKE/Director of RKE as and when required on key strategic areas that may emerge often at short notice
- Monitor progress towards short, medium and long-term Key Performance Indicators (KPIs) for research performance across the School
- Lead on the generation of research management information for monitoring, planning and decision-making purposes working with personnel in the Faculty RKE Team and central Research & Innovation
- To provide project management support for School RKE Committee activities and working groups including support for:
  - SoM Research Excellence Framework (REF) working group as secretariat to the Chair and including related activities to include
| 2 | **Best Practice in Research & Insight**  
  ▪ Develop and maintain an expert knowledge of funding bodies’ strategy and schemes, using this information to identify emerging opportunities relevant to the School  
  ▪ Develop and maintain the knowledge base and best practice relating to future research assessments, including the Research Excellence Framework.  
  ▪ To help identify and support opportunities for research impact and for exploiting intellectual property within the School  
  ▪ To advise the research community on best practice by developing and sharing key knowledge and expertise on matters of strategic importance to the School  
  ▪ To assist in the organisation, promotion and delivery of seminars and training events, including securing speakers from external funding bodies in order to raise awareness and competence of those academics accessing and bidding for external funds and to ensure best practice |
|---|---|
| 3 | **Research Support Team Management**  
  To manage a group of Research Support and Research Communications professionals to deliver activities related to:  
  ▪ Promotion of School research and knowledge exchange activities, best practice, and opportunities through internal and external communications channels  
  ▪ Coordinating and providing administrative and / or communications support for research strategy and bid development activities / events and for the relevant committees and working groups that lead these activities.  
  ▪ Maintaining RIS, databases and trackers relating to RKE activity which may include staffing and mailing lists, large grants, the progress and spend of School projects, strategies, and funds  
  ▪ Supporting research and knowledge exchange leaders, enabling them to work to the optimum in terms of efficiency and organisation  
  ▪ Support onboarding and recruitment needs of the team as they arise |
| 4 | Any other duties appropriate to the grade and role | N/A |
## Person specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| ▪ Excellent project management skills, ability to plan and take forward initiatives in collaboration with others  
▪ Ability to work with senior staff, internally and externally  
▪ Ability to liaise, communicate and build working relationships across a diverse range of internal and external stakeholders  
▪ Ability to work both independently and as part of a team  
▪ Excellent oral and written communication skills, including presentation skills  
▪ Attention to detail  
▪ Ability to prioritise and plan own workload and cope with changing priorities/ deadlines  
▪ Ability to analyse internal and external information to support delivery of objectives  
▪ Ability to interpret and apply complex or new guidance | ▪ Ability to deliver training and to design training materials  
▪ Ability to think creatively and propose new solutions to complex problems and challenges relating to conducting excellent research |

### Skills

- Thorough knowledge and understanding of working practices, processes and procedures relevant to research strategy and performance including awareness of REF requirements
- Good understanding of research in health, medical or life sciences sectors
- Experience of building working relationships to support and work confidently with senior management
- Experience of engaging, influencing, communicating and negotiating with stakeholders.
- Demonstrable experience in the use of Microsoft Office IT packages, more specifically Excel, Word, MS Teams, SharePoint, Outlook and Office 365

### Knowledge and Experience

- Knowledge of Higher Education environment.
- Knowledge of Higher Education policy developments and wider context relevant to research and research performance
- Understanding of financial procedures relating to research income
- Experience of delivering workshops and sandpit events
- Line management and recruitment
| Qualifications, certification and training (relevant to role) | ▪ Educated to degree level or equivalent in a relevant scientific field, and/or significant hands-on experience in similar or related roles. | ▪ A post-graduate degree in a STEM subject  
▪ Recruitment and interviewing training |
|---|---|---|
| Statutory, legal or special requirements | ▪ Keeping own skills up to date and further developing skills, knowledge and experience to be able to meet the demands of the role  
▪ Willingness to adopt the [vision and values](#) of the School of Medicine  
▪ Willingness to adopt and to deliver to the School of Medicine’s Professional Services Service Excellence Standards |  |

**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 and Knowledge Exchange**

- **Role holder**
  - **Research Strategy and Performance Manager**
    - **Key stakeholder relationships**
      - RKE & R&I colleagues
      - School of Medicine colleagues
      - Internal & external research networks