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|---------------------------|---|-----------------------------|--|
| <b>Job title</b>          | Research Portfolio and Operations Manager | <b>Job family and level</b> | Administrative, Professional and Managerial Level 4                        |
| <b>School/ Department</b> | Faculty of Engineering                    | <b>Location</b>             | University Park Campus<br>(Required in the office on site 3 days per week) |

## Purpose of role

To contribute to the provision of excellent professional service to the research and knowledge exchange (RKE) activities of our Faculty. The role will work in conjunction with the rest of the engineering research and knowledge exchange (ERKE) team and the Faculty operational team to contribute to the strategic and operational objectives that help the Faculty to meet its RKE KPIs. Based in the APM Hub in the Faculty of Engineering, the role holder as part of a team will manage the support of our research proposals and projects; providing expert guidance and advice to staff within the Faculty.

|   | <b>Main responsibilities</b><br>(Primary accountabilities and responsibilities expected to fulfil the role)  | <b>% time per year</b> |
|---|--|------------------------|
| 1 | <p><b>Management of live research projects/portfolios</b></p> <p>Management and monitoring of project finances and resources, duties may include:</p> <ul style="list-style-type: none"> <li>▪ Pro-active monitoring of projects on a regular basis, resolving any issues, highlighting any risks and escalating any problems as appropriate</li> <li>▪ Work with faculty ops team to advise and approve recruitment against R* codes for research</li> <li>▪ Approve and advise staff on expenses and purchasing through the UniCore system ensuring there are funds in the project and that they are adhering to the university's policies and procedures</li> <li>▪ Prepare journals (BIFS) in response to PI transaction recharge requests</li> <li>▪ Provide support for project extensions and supplements including costing on RIS</li> <li>▪ Collate and analyse data/information for inclusion in reports and documents in order to support informed decision making and fulfill external assessment requirements (such as Research Group/Portfolio Reports, REF/KEF etc.)</li> </ul> | 55%                    |

|   |  |     |
|---|--|-----|
| 2 | <p><b>Management of research proposals</b></p> <ul style="list-style-type: none"> <li>▪ Provide specialist and professional advice and recommendations on the development of research proposals within funder and University guidelines and processes as appropriate</li> <li>▪ Working closely with Principle Investigators (PIs) and with Research Development Managers (where relevant), to develop research proposals, providing guidance for costing of proposals using the research management system (RIS)</li> <li>▪ Providing guidance and advice to researchers on the completion of on-line submission forms such as Je-S, TFS, Flexi-Grant, etc.</li> <li>▪ Liaising with the central University team - Research &amp; Innovation (R&amp;I) and external agencies/funders as appropriate</li> <li>▪ Providing effective support and advice for the administration and timely delivery of research proposals</li> <li>▪ Carrying out appropriate quality checks to ensure procedures have been adhered to and that all bids are compliant with funding, University and Faculty requirements</li> <li>▪ Monitor and maintain records and electronic files of all research proposals to maximise service quality, efficiency and continuity and to ensure compliance with internal/external requirements or legislation.</li> </ul> | 25% |
| 3 | <p><b>Project Start-up</b></p> <ul style="list-style-type: none"> <li>▪ Liaise with the Principle Investigators (PIs) and the central University team Research &amp; Innovation (R&amp;I) to ensure all forms are completed to set-up new project codes</li> <li>▪ Provide guidance to PIs, where required, regarding contractual issues and contract negotiations, sign-posting research staff to the appropriate resources within the Contracts Team</li> <li>▪ Where appropriate liaise with PI and external organisations at post-award stage to negotiate any deviations from original project setup</li> </ul>   | 10% |
| 4 | <p><b>Any other duties</b></p> <ul style="list-style-type: none"> <li>▪ To undertake any other duties necessary for the provision of an efficient support service, including providing cover where required and general support for the ERKE team</li> <li>▪ Undertake personal development via internal courses or through skill development.</li> <li>▪ Provide line management for RKE staff across the faculty as appropriate</li> </ul>   | 10% |

## Person specification

|  | Essential  | Desirable  |
|--|--|--|
| <b>Skills</b>  | <ul style="list-style-type: none"> <li>▪ Management of budgets</li> <li>▪ Excellent oral and written communication skills</li> <li>▪ Proven ability to communicate effectively with staff at all levels and to work collaboratively with academic and administrative colleagues</li> <li>▪ Ability to define priorities and work flexibly and effectively under pressure to meet demanding and often conflicting deadlines</li> <li>▪ Excellent IT skills and database management</li> </ul> |  |
| <b>Knowledge and experience</b>                                      | <ul style="list-style-type: none"> <li>▪ Previous experience in a project/management/coordinator role</li> <li>▪ Good working knowledge of RIS and UniCore</li> <li>▪ Project management experience</li> <li>▪ Experience of working to tight deadlines</li> <li>▪ Project and time management experience</li> <li>▪ Ability to work on own initiative and as part of a team, supporting colleagues and sharing expertise</li> <li>▪ Financial awareness and budgetary experience</li> </ul> | <ul style="list-style-type: none"> <li>▪ Knowledge of other University systems</li> <li>▪ Substantial experience in a management role</li> </ul> |
| <b>Qualifications, certification and training (relevant to role)</b> | <ul style="list-style-type: none"> <li>▪ Degree and/or proven track record of relevant work experience</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Professional qualification</li> </ul>   |



## 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



