



Job title	Senior Research Development and Training Manager	Job family and level	Administrative, Professional and Managerial (APM) Level 5
School/ Department	Engineering	Location	University Park

Purpose of role

The post is part of the Faculty of Engineering’s Research and Knowledge Exchange (ERKE) team, which is responsible for supporting excellence in research and knowledge exchange. This senior role will lead a portfolio of activities to increase quality and success rates of applications, and embed research excellence in the development process. In particular, this role will be responsible for coordinating research development activities across the team, as well as to oversee the development and delivery of our comprehensive training and mentoring programme to our research community. The role holder will actively engage and work closely with research groups across the faculty, as well as internal and external research networks such as Engineering Research Futures, Research Development, and the Researcher Academy.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Strategic research and knowledge exchange activities</p> <p>A central part of this role is to support the long-term strategic planning and activities of researchers, in line with the university and faculty’s priorities for research and knowledge exchange (RKE). This requires the ability to think creatively and propose new solutions to complex problems and challenges to facilitate delivery of excellent research. Working closely with colleagues internally and external contacts, this may include:</p> <ul style="list-style-type: none"> • Horizon scanning and identifying external trends in the funding landscape to provide recommendations to senior management • Engaging with external funding bodies, (e.g. EPSRC, ESRC, BBSRC, British Council, NIHR, European Commission, Wellcome Trust, etc.) to gather intelligence to disseminate to the faculty, to coordinate visits to the faculty, and to create opportunities for influence. • Supporting the development and delivery of research group strategies, including: individual research plans; research mapping activities; and identification and targeted promotion of funding opportunities • Supporting programmes of work as required to support research excellence activities, including: maximising research outputs and impact; signposting successful grants that may contribute to the 	30 %

	<p>delivery of impact and knowledge exchange; and specific activities related to the Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF) returns.</p> <ul style="list-style-type: none"> • Providing analysis and interpretation of data and information to assist in the production of management reports 	
2	<p>Research development activities</p> <p>To lead the development process for grant applications to all relevant funders including UK Research & Innovation (UKRI), Academies and Charities, European and International funders. To provide expert advice and recommendations to individual academics and research groups, regarding funders and funding streams to strengthen the success of proposals. Working with other members within the team, this could include:</p> <ul style="list-style-type: none"> • Managing the workload, scheduling and priorities of the research development team • Identifying risks presented by research proposals and providing recommendations to support decision-making of research leads and senior management (e.g. requiring additional resources or securing of institutional in-kind/cash contribution). Developing business cases to support such requests • Reviewing and updating policies and procedures for effective research development, demand management, internal sifts, peer review process and mock interview panels • Connecting with the University's strategic initiatives (e.g. Centres, Institutes, Interdisciplinary Research Clusters) to facilitate interdisciplinary research collaborations, identify funding opportunities, and support engagement with/development of, interdisciplinary funding proposals • Developing and negotiating strategic partnerships, both within and beyond the University, to support funding proposals, and national and international consortia building • Coordinating of large strategic and/or complex proposals, including Fellowships, EPSRC programme grants, UKRI centres for doctoral training, etc. 	25 %
3	<p>Training and support</p> <p>Training and supporting our research community at all career stages is an essential part of our team. This role will be responsible for:</p> <ul style="list-style-type: none"> • Strategic leadership of the faculty's Enhancing Excellent Engineering Research (E3R) programme as well as management of our CPD certification. • Strategic leadership of the faculty's Mentorship Programme for R&T and TCL members of staff. • Strategic leadership over the implementation of the faculty's Researcher Development Concordat Action Plan. • Designing bespoke support for individuals and groups, and engaging with others internally and externally to deliver this support. 	30 %

	<ul style="list-style-type: none"> • Providing specialist knowledge to a diverse audience including academics, researchers and support staff through delivering workshops, seminars, on-line material and presentations • Identifying key external stakeholders (e.g. funders, publishers, etc.,) to deliver specialist sessions within the E3R programme 	
4	<p>Any other activities relevant to the post As directed by the Associate Pro-Vice-Chancellor for Research & Knowledge Exchange and Head of Faculty Research & Knowledge Exchange</p>	10%
5	<p>Manage own personal and professional development This should include ensuring up-to-date knowledge of the research funding landscape and new opportunities.</p>	5%

Person specification

	Essential	Desirable
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Educated to degree level or equivalent in a relevant scientific field. <p>AND</p> <ul style="list-style-type: none"> ▪ Proven track record of extensive experience working in a research development role 	<ul style="list-style-type: none"> ▪ A post-graduate degree in a STEM subject ▪ Qualified in PRINCE2 or Managing Successful Programmes (MSP) ▪ Project Management qualification
Knowledge/Skills	<ul style="list-style-type: none"> ▪ Detailed knowledge and understanding of working practices, processes and procedures relevant to research development, including research lifecycle, funding landscape and associated outputs ▪ Ability to liaise, communicate and build working relationships across a diverse range of internal and external stakeholders ▪ Excellent training and presentation skills with attention to detail and the ability to lead and facilitate training courses in both face to face and on line environments. ▪ Excellent project management and reporting skills with the ability to manage multiple projects simultaneously, resolve problems and ensure optimal use of time and resources ▪ Ability to work both independently and as part of a team ▪ A high degree of self-motivation and ability to inspire and motivate others ▪ Ability to think creatively and strategically ▪ Demonstrable understanding of diversity and inclusion in the context of role 	<ul style="list-style-type: none"> ▪ Good understanding of issues, trends, opportunities and challenges of researcher development in higher education ▪ Knowledge of relevant national policy frameworks, legislation and regulations addressing research training and career development, and their impact in practice ▪ Knowledge of financial procedures relating to research grants. ▪ Ability to analyse and interpret data using a range of techniques, identifying trends, testing solutions and sourcing additional related information where appropriate, and reporting through briefings or formal reports.
Experience	<ul style="list-style-type: none"> ▪ Significant, proven experience of co-ordinating and developing major research 	<ul style="list-style-type: none"> ▪ Track record working with one of the UK Research Councils, Innovate UK or a major research charity

	<p>proposals across different funding bodies</p> <ul style="list-style-type: none"> ▪ Experience of successfully developing large-scale funding and strategic partnerships ▪ Experience of long-term strategic planning activities to facilitate the delivery of excellent research and knowledge exchange ▪ Experience of managing and delivering large-scale training or mentorship programmes ▪ Experience of evaluating projects or programmes for desired outcomes, and considering the needs of multiple stakeholders 	<ul style="list-style-type: none"> ▪ Track record of a research development role in, or with, UK Higher Education (HE) institutes ▪ Experience of engaging and negotiating with external funding bodies ▪ Experience of developing national and/or international research collaborations ▪ Experience of working in the Engineering sector
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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

This is a Smart Art diagram. Click on the boxes to enter the role holder's job title, line manager's job title and any direct reports (if applicable). If a role does not have any direct reports, remove this box by double clicking on it and pressing Delete.

****Please remove this paragraph of instructions before submitting the role profile****



