

Candidate Information

Position:	Research Development Manager (MHLS)
School/Department:	Research and Enterprise
Reference:	19/107523
Closing Date:	Monday 24 June 2019
Salary:	£40,792 - £50,132 per annum (potential to progress to £53,175 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Friday 19 July 2019

JOB PURPOSE:

Research Managers play an integral role in supporting the growth of the University's research portfolio. The post holder will operate individually and as part of a team across the University and will be responsible for developing and leading a strategic approach to research funding. The focus of this role is to grow the portfolio of grants from government (National Institute for Health Research (NIHR), Research & Innovation UK) and other research funders including medical research charities through strategic engagement to identify and support relevant funding opportunities for researchers from the Faculty of Medicine, Health and Life Sciences. This role will offer the opportunity to work in partnership with senior academics to deliver strategic research objectives. The role will require the development of effective relationships with research funders, internal promotion of funding opportunities, the co-development and facilitation of cross-faculty and collaborative research bids and the optimisation of approaches to respond to opportunities and secure external funding.

MAJOR DUTIES:

1. Proactively encourage and support the growth of external funding to develop and extend the research portfolio at the University with a particular focus on delivering the requirements of the Faculty of Medicine, Health and Life Sciences.
2. Establish key relationships with senior staff including the Pro Vice Chancellor (Research and Enterprise), Deans of Research, Heads of Schools, Global Research Institute Directors and Pioneer Research Programme Directors in delivery of the Faculty Research Strategy.
3. Identify and evaluate opportunities to bid for research funding streams, ascertaining their significance and relevance to the University. Promote participation in key funding calls including briefing senior staff regarding strategically significant funding opportunities and recommending appropriate actions to support the bid process.
4. Encourage and provide pro-active support to academics in their research ambitions through expert funding advice, strategic planning and developing high-quality funding proposals, as required.
5. Develop and maintain a comprehensive knowledge of the research funding landscape including horizon scanning in order to identify where developments in government and funder policy have the potential to result in research funding opportunities for the University. Scope such opportunities through, for example, mapping of the current research strengths and disseminate them to appropriate committees and groups within the University.
6. Utilise specialist knowledge of current and future policy developments to inform the development of new or revised University policies and processes. Design and implement such policies and processes in consultation with all relevant University Committees and users.
7. Develop high-level relationships with a network of external stakeholders from funding bodies, government and other organisations and deliver an effective engagement plan in order to support the University's research growth ambitions.
8. Promote the University's strategic research agenda with regional and national funding bodies, including identifying and managing high level visits (incoming and outgoing) in order to influence and align future funding opportunities with the University's research agenda.
9. Review University research strengths in the light of anticipated funding opportunities. Highlight priorities for strengthening and bringing together research capability in key areas, promote and manage activities (such as thematic workshops and networking events) to build capacity in the areas identified and, where there is potential, follow this through to preparation of research bids.

10. Identify best practice relating to winning research funding through consultation with successful applicants, funding bodies and members of review panels/committees within the University. Disseminate this knowledge, in a targeted fashion, to academic colleagues.
11. Work closely with academic colleagues to identify research development support needs and ensure the timely, targeted dissemination of information regarding funding policy and opportunities. Design and deliver training events, seminars, workshops, networking events and other initiatives to raise the profile of research funding opportunities.
12. Act as the link between the Directorate, Faculties and other Professional Support Services in order to ensure that the Directorate's activities are strategically aligned with the University's research priorities.

Planning and Organising:

1. Manage and coordinate research grant applications in conjunction with academic colleagues including internal managed bid processes and peer review to deliver high quality proposals to externally driven deadlines.
2. Organise training workshop activities with academic colleagues within Schools/Institutes/Centres, presenting and coordinating networking activities.
3. Organise visits from funding organisations and facilitating information and briefing sessions for staff.

Resource Management Responsibilities:

1. Provide advice on early stage development of budgets for externally funded initiatives and monitor and report on expenditure and deliverables for strategic initiatives, as required.
2. Set and prioritise personal day-to-day activities in order to achieve goals and deliverables within agreed timescales.
3. Supervise Research Development Officer(s) and additional staff, as required when acting within a project environment.

Internal and External Relationships:

1. Work closely with PVC (Research and Enterprise), Dean of Research, Global Research Institute Directors, and Pioneer Research Programme Directors to support the delivery of research strategies.
2. Liaise with and provide professional direction to academic colleagues ensuring that they are aware of University strategies and policies, to identify training needs and to offer guidance and assistance in developing their research funding portfolios.
3. Provide a link between the Directorate and academic and Professional Support colleagues and provide representation and expert advice at meetings such as Faculty Research Committees (or their equivalent).
4. Work with colleagues in the Research Development team and Directorate to ensure that appropriate services are offered, combined and utilised to support the achievement of the University's ambition for research funding, while delivering the University's research policy and ensuring maximum impact from the research portfolio including full exploitation of results.
5. Work closely with the academic community and engage widely and at all levels with University Professional Support Services (e.g. Research and Enterprise colleagues, Finance Business Partners, Estates, Graduate School), during bid preparation and delivery of initiatives.

ESSENTIAL CRITERIA:

1. Primary or postgraduate degree in a relevant subject (Medicine, Health and Life Sciences or related).
2. Minimum of four years' recent experience of working within a relevant (academic, public-sector or commercial research or research funding) environment.
3. Proven track record of assisting the initiation and development of successful large-scale collaborative research funding applications.
4. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
5. Evidence of project management experience with a demonstrated ability to respond to changing priorities and deadlines in high volume environments.
6. Proven track record of developing strong relationships and effective interactions with senior researchers.
7. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
8. Comprehensive knowledge of current medicine, health and life sciences research trends and landscape including UK national priorities and current state-of-the-art.
9. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
10. Evidence of drafting clear and grammatically correct documentation on complex issues.
11. Ability to assess, organise and prioritise in a complex and busy working environment.
12. Willingness to travel nationally and internationally, as required.

DESIRABLE CRITERIA:

1. Educated to PhD level.
2. Demonstrable evidence of building effective relationships with research funding organisations.
3. Understanding of the interface between the University and the NHS.
4. Experience of contributing and driving outcomes from committees or working groups.
5. Clear evidence of facilitating multi-disciplinary research workshops and seminars.