

Candidate Information

Position:	European and International Research Manager (Part Time)
School/Department:	Research Development
Reference:	20/108105
Closing Date:	Friday 7 February 2020
Salary:	£41,526 to £51,034 per annum (pro-rata)
Anticipated Interview Date:	Tuesday 18 February 2020
Duration:	Available for one year

JOB PURPOSE:

The successful candidate will play a major role at Queen's University, delivering significant growth in the University's International research portfolio and effectively increasing Northern Ireland's engagement with European research funding schemes. The post holder will achieve this by:

- Strategically identifying opportunities and providing coordination for applications, professional support and expert advice as required;
- Developing strong networks internationally, across Europe and Northern Ireland, proactively increasing engagement with European and international research programmes by potential participants across the University and Northern Ireland;
- Establishing a strategic overview of European and international funding including undertaking horizon scanning activities, investigation of the research policy landscape and analysis of technology and industry trends;
- Deliver key targets for research income through optimising the funding profile for the University and Northern Ireland from European and other international research funders.

The post holder will become a European thematic expert for applied science and technology in Northern Ireland, and will be a key part of the network of EU regional Contact Points. This post will be part-time (0.5 FTE) and the post holder will work collaboratively with the other thematic experts to provide comprehensive support for applied science and technology in Northern Ireland.

MAJOR DUTIES:

1. Identify and evaluate opportunities to bid for the relevant European thematic and other international research funding, determining their significance and relevance to the University.
2. Scope opportunities through, for example, mapping of research strengths or assessing the competitive environment, providing verbal and written briefings to senior staff as appropriate, with a particular focus on the thematic Global Research Institute (GRI), Pioneer Research Programmes (PRPs); and Core Disciplinary Research Groups.
3. Actively generating and pursuing opportunities to enhance the performance of the research base in relation to European and international funding both within the University and regional context.
4. Brief senior stakeholders internally and externally, regarding strategically significant thematic European and international funding opportunities and/or policy developments. Recommend and deliver appropriate course of action including formation of bid consortia, initiating proposal development and negotiating institutional support for major research proposals.
5. Work with key academic and research support staff and other stakeholders to identify European and international research development and support needs to ensure that information, training and other support activities are effectively targeted.
6. Assume full responsibility for managing major European and international research bids (typically bids exceed £1m). Manage the development of proposals to be submitted to European (and other) schemes including identifying appropriate academic leadership, potential partners and providing professional guidance in major bid preparation.
7. Promote the University and regional strategic European interests with regional, national and international funding bodies, including identifying and managing high level visits in order to influence and align future European and international funding opportunities with the strengths of the University.
8. Establish and maintain communications within the European network/ strategic advisory boards and with senior colleagues in other Institutions in order to further increase knowledge and awareness of forthcoming European opportunities. This includes, liaison with the NI EU Office, the Head of European and International Research Funding and the EU Commission.

9. Carry out horizon scanning for European and international opportunities in order to identify where developments in government and funder policy have the potential to result in new research opportunities for the University and the region.
10. Review research strengths in the light of anticipated European and international funding opportunities to target specific calls and to identify priorities for strengthening and bringing together research capability. Engage with senior staff across the University to set priorities in thematic areas for European and international funding development.
11. Promote and manage activities (such as thematic workshops and networking events) to build capacity and consortia in the areas identified. Where there is potential, follow this through to preparation of research bids.
12. Identify best practice relating to winning European and international funding through consultation with successful applicants, funding bodies and members of peer review panels and committees within the University. Disseminate this knowledge, in a targeted fashion to improve the success rates for future bids.
13. Maintain and communicate specialist knowledge of current and future European and international policies and activity in order to inform the development of key regional documents, action plans and targets/ objectives.
14. Proactively work with Government departments and the University to align research activities such that University priorities for developing the European and international portfolio are delivered.

Planning and Organising:

1. Coordinate European and international thematic grant applications in conjunction with academic investigators and in line with externally determined deadlines.
2. Organise and coordinate collaborative workshop and networking activities with academic staff across the University.
3. Initiate and organise visits for external stakeholders from funding organisations and facilitating information and briefing sessions for staff.
4. Manage and coordinate major bid process across a range of academic Schools.
5. Actively participate in regular Northern Ireland EU Thematic Lead meetings.

Resource Management Responsibilities:

1. Provide advice in early stage development of budgets for European and international initiatives, working with the Research Support office to review, finalise and monitor costing and pricing activities.
2. Liaising with the Finance Directorate as necessary to report on expenditure for European and international initiatives as required.

Internal and External Relationships:

1. Work closely with the senior university leadership team to expedite the delivery of research strategies.
2. Liaise with and provide professional direction to Research staff in Academic Departments, ensuring that they are aware of European and international research funding strategies and policies and to identify training needs.
3. Work alongside key Principal Investigators to offer guidance and assistance in developing their funding portfolios.
4. Keep close contact with members of University staff who sit on key external advisory boards to ensure timely flow of information.
5. Work closely with the academic and administrative community within the faculties and provide representation and expert advice at meetings such as Faculty Research Committees (or their equivalent) and support during bid preparation.
6. Work with colleagues in the directorate (including the Directors, Research Policy Team, Contracts Team, Business Alliance Team, Commercial Development Team, Research Governance Manager), to ensure that appropriate services are offered, combined and utilised to maximise the alignment of research, the achievement of research funding, the undertaking of research that is ethical and the exploitation of its results.

ESSENTIAL CRITERIA:

1. *Primary or postgraduate degree in a relevant subject area (ICT, Engineering, Maths, Physics, or another STEM subject).
2. *Minimum of three years' recent experience of working within a relevant research (academic, public-sector or commercial research environment) or research funding environment.
3. *Proven track record of assisting the initiation and development of successful large-scale applications, including experience of providing support to the development of European and/or international projects.
4. *Demonstrable knowledge of the current European and/or international research funding landscape.
5. *Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders, including research funding organisations.
6. *Experience using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
7. Strong verbal communication and presentation skills.

8. Strong interpersonal skills as demonstrated through experience in developing strong relationships with leading researchers; and in communicating clearly and credibly with senior staff.
9. Ability to assess, organise and prioritise in a complex and busy working environment.
10. Ability to exercise discretion when working with highly sensitive information.
11. Willingness to travel nationally/ internationally as required.

DESIRABLE CRITERIA:

1. *Educated to PhD level in a relevant discipline.
2. *Demonstrable experience of developing proposals for the Horizon 2020 Information and Communication Technologies or related work programmes and strong understanding of the priorities under these work programmes.
3. *Experience of working as part of a virtual team or network.
4. *Demonstrable evidence of facilitating multi-disciplinary research funding workshops and seminars for European and/or international research funding.
5. *Previous experience of supervision of staff members.
6. *Experience of contributing and driving outcomes from committees or working groups.