

## Candidate Information

<b>Position:</b>	Research Development Manager
<b>School/Department:</b>	Research Development
<b>Reference:</b>	23/111038
<b>Closing Date:</b>	Monday 17 July 2023
<b>Salary:</b>	£44,414 - £54,421 per annum
<b>Anticipated Interview Date:</b>	Monday 31 July 2023
<b>Duration:</b>	2 years

### JOB PURPOSE:

Research Development 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 funders such as UK Research & Innovation (UKRI) and the National Institute for Health Research (NIHR), 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 (MHLS). 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 & Enterprise), Deans of Research, Heads of Schools, and Directors of Research in delivery of QUB's Strategy 2030.
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. 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.
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.
13. Supervise Research Development Officer(s) and additional staff, as required when acting within a project environment.

**ESSENTIAL CRITERIA:**

1. Primary or postgraduate degree in a relevant subject (Medicine, Health and Life Sciences or related).
2. Significant experience of working within a relevant (academic, public-sector or commercial research or research funding) environment together with detailed, current knowledge of the research funding environment.
3. Proven track record of assisting the initiation and development of successful large-scale collaborative research funding applications.
4. Evidence of project management experience with a demonstrated ability to respond to changing priorities and deadlines in high volume environments.
5. Proven track record of developing strong relationships and effective interactions with senior researchers.
6. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
7. Comprehensive knowledge of current medicine, health and life sciences research trends and landscape including UK national priorities and current state-of-the-art.
8. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
9. Evidence of drafting clear and grammatically correct documentation on complex issues.
10. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
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 in a relevant discipline.
2. Demonstrable evidence of building effective relationships with research funding organisations.
3. Clear evidence of facilitating multi-disciplinary research workshops and seminars.
4. Understanding of the interface between the University and the NHS.
5. Experience of contributing and driving outcomes from committees or working groups.