

Candidate Information

Position: Research Development Manager - Global
School/Department: Research Development
Reference: 24/111586
Closing Date: Monday 12 February 2024
Salary: £46,497 - £57,141 per annum.
Anticipated Interview Date: Monday 11 March 2024

JOB PURPOSE:

The successful candidate will play an integral role in supporting the growth of the University's research portfolio and increasing engagement with global research funding schemes. This includes both domestic and international funders, with a strong focus on US and Irish funders. The post holder will operate individually and as part of the Global team across the University and will be responsible for developing and leading a strategic approach to research funding. The focus of this role will primarily be to proactively encourage and support the submission of proposals to a range of funding bodies, with a focus on North America research collaboration, but also to include All-island and other international funding opportunities for research.

MAJOR DUTIES:

1. Proactively encourage and support the growth of external funding, both within the University and in a regional context, with a particular focus on collaborative proposals that funders and partners in North America and across the Island of Ireland.
2. 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. Keep up-to-date with external international research funding schemes, particularly from North America and other sources such as UK Research & Innovation, British Council and All-Island (North-South; Peace Plus).
3. 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. Deliver against key targets for research income through optimising the funding profile for the University and Northern Ireland from domestic and international research funders.
5. Encourage and provide support to academics in their research ambitions through expert funding advice, strategic planning and developing high-quality funding proposals, as required. Coordinate international grant applications in conjunction with academic investigators and in line with externally determined deadlines.
6. Establish key relationships with senior staff including the Pro-Vice-Chancellor Research & Enterprise, Faculty Pro-Vice-Chancellors, Deans of Research, Heads of Schools, and Belfast Region City Deal (BRCD) and, in delivery of the University's Research & Innovation Strategy for 2030 and the Faculty Research Strategies. Actively develop and pursue new opportunities to enhance the performance of international research.
7. Manage major international research bids (typically, bids exceed £1m). Manage the development of proposals to be submitted to funding schemes including identifying appropriate academic leadership, potential partners and providing professional guidance in major bid preparation.
8. 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 the relevant University Committees and users.
9. Represent the University and regional strategic interests with regional, national and international funding bodies, including identifying and managing high-level visits in order to influence and align future international funding opportunities with the strengths of the University.
10. Establish and maintain communications within international networks/ strategic advisory boards and with senior colleagues in other Institutions in order to further increase knowledge and awareness of forthcoming funding opportunities.

11. Review research strengths in the light of anticipated 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 international funding development.
12. Promote and manage activities (such as international 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.
13. Identify best practice relating to winning 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.

ESSENTIAL CRITERIA:

1. 2:1 Honours Degree (or equivalent qualification) or substantial relevant experience working in a similar role.
2. Significant experience of working within a relevant (academic, public sector or commercial) research environment or research funding environment together with detailed, current knowledge of the international research funding landscape.
3. Substantial experience and a track record of brokering, building and supporting international project teams.
4. Proven track record of assisting the initiation and development of successful large-scale collaborative research funding applications, including experience of providing support to the development of international projects.
5. Evidence of project management experience with a demonstrated ability to respond to changing priorities and deadlines in high volume environments.
6. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
7. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
8. Strong verbal communication and presentation skills, including evidence of drafting clear and grammatically correct documentation on complex issues.
9. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
10. Proven track record of developing strong relationships and effective interactions with senior researchers.
11. Ability to assess, organise and prioritise in a complex and busy working environment.
12. Ability to exercise discretion when working with highly sensitive information.
13. Willingness to travel nationally/ internationally as required.

DESIRABLE CRITERIA:

1. Postgraduate degree in a relevant discipline.
2. Experience and track record of establishing and managing international research networks and workshops.
3. Experience of contributing and driving outcomes from committees or working groups.
4. Sufficient breadth and depth of specialist knowledge in the relevant disciplines and sufficient knowledge of research and development methods to facilitate working within established research programmes.
5. Demonstrable evidence of building effective relationships with research funding organisations.
6. Evidence of completing projects on time and delivering promised outcomes.