

Candidate Information

Position:	Head of Research Development
School/Department:	Research and Enterprise
Reference:	24/111727
Closing Date:	Monday 8 April 2024
Salary:	£58,850 - £68,194 per annum
Anticipated Interview Date:	Wednesday 1 May 2024
Duration:	Permanent

JOB PURPOSE:

The Head of Research Development is a senior leadership position within the University's Research and Enterprise Directorate. The post holder will report to the Deputy Director of Research Services and will work closely with colleagues across the Directorate, as well as senior colleagues in Faculties, Schools and Professional Services Directorates to deliver research development support across the institution.

The post holder will be expected to nurture strategic relationships and partnerships with external stakeholders, including funders and partners. The post holder will lead a team of research development professionals, with a cross-institutional remit to increase the quality and scale of funding applications at Queen's and embed good practice in the identification of opportunities and development of successful proposals.

MAJOR DUTIES:

1. Work closely with the Deputy Director of Research Services, Pro-Vice-Chancellor for Research and Enterprise, Deans of Research and members of the Research and Innovation Committee to play a key role in shaping strategies for research development to identify opportunities where the University's research strengths and capabilities align with external funding opportunities.
2. In conjunction with the Head of Global Research Partnerships, develop and lead a pro-active, focused and effective Research Development team that is very well managed, highly motivated and respected, and provides an excellent level of service to the research community across the full range of disciplines. The Head of Research Development will be the budget holder for the Research Development team and the allocation of strategic research funding to support research.
3. Co-ordinate and support the development of bids, working closely with academic and professional support service colleagues, providing hands-on support for applicants, particularly in relation to high-value bids.
4. Develop a coherent, long-term strategic approach to research funding, focusing on large bids, identify and embed good practice across the research base and ensure mechanisms exist to disseminate this knowledge, with an emphasis on increasing research quality.
5. Develop and manage effective working relationships with key partners and major funders (UKRI, charities, government agencies and other public funding providers). Utilise these relationships to gather intelligence on new opportunities that can be successfully progressed by the Research Development team, develop strategic intelligence on funding opportunities and establish effective research development support systems and processes to maximise success in generating new research income.
6. Lead the development of capacity analysis of Queen's research strengths and match these to appropriate funding opportunities to ensure strategic fit and alignment with the criteria associated with a specific call.
7. Horizon scanning and identification of new funding opportunities, particularly those in areas aligned to our strategic research themes. Take the lead on strategic initiatives and bids and be responsible for support for inter-disciplinary research applications and initiatives where appropriate, ensuring their potential is maximised. Maintain an understanding of current strategic priorities of major funding bodies and government.

8. Facilitate and lead meetings and workshops to promote the University's research themes and areas of research strength to ensure high quality cross-disciplinary research proposals that align with specific external funding opportunities.
9. Undertake duties and projects as may be required by the Deputy Director in support of the Research and Innovation Strategy agenda.
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. An Honours degree or equivalent.
2. Substantial proven experience of management and leadership of UK public research and funding development within a Higher Education Institute or within a funder.
3. Substantial track record of supporting the development of high quality and large-scale successful research funding applications, ideally with UK public funding bodies.
4. Detailed current understanding of the UK Higher Education research funding landscape.
5. A confident leader, with the ability to lead and communicate effectively and sensitively with individuals from a range of backgrounds and at all levels, including senior leaders from academia, funders and government agencies.
6. Demonstrable leadership qualities that align with the University's values (ICARE) alongside strong interpersonal, communication and influencing skills.
7. Experience of developing and leading the implementation of policies and processes across complex organisations.
8. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
9. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
10. Strong verbal communication and presentation skills, including evidence of drafting clear and grammatically correct documentation on complex issues.
11. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
12. Proven track record of developing strong relationships and effective interactions with senior researchers.
13. Ability to assess, organise and prioritise in a complex and busy working environment.
14. Ability to exercise discretion when working with highly sensitive information.
15. Willingness to travel nationally/ internationally as required.

DESIRABLE CRITERIA:

1. A postgraduate research degree with a period of post-doctoral research experience or professional qualification.
2. Significant experience of research management within Higher Education or major funding organisation.
3. A broad knowledge of current and potential developments related to all aspects of the national research and innovation agenda.
4. Demonstrable evidence of project and financial/budget management skills.
5. 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.
6. Demonstrable evidence of building effective relationships with research funding organisations.
7. Evidence of completing projects on time and delivering promised outcomes.