

## Candidate Information

**Position:** Research Development Manager (Interdisciplinary)  
**School/Department:** Research and Enterprise  
**Reference:** 25/112473  
**Closing Date:** Monday 28 April 2025  
**Salary:** £49,054 - £60,284 per annum  
**Anticipated Interview Date:** Thursday 15 May 2025  
**Duration:** Permanent

### 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 to increase engagement with the UK's primary government and charitable research funders (e.g. UK Research and Innovation Councils, Wellcome), and will be responsible for developing and leading a strategic approach to interdisciplinary research funding. The focus of this role will primarily be providing specialist support for interdisciplinary research activities and supporting the development of interdisciplinary research collaborations and submission of funding proposals.

### MAJOR DUTIES:

1. Proactively encourage and support the growth of external funding, to develop and enhance the research portfolio at the University, with a particular focus on interdisciplinary opportunities.
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 national research funding schemes, particularly from UK Government, Charities, and Societies.
3. Work with Research Development colleagues to develop a strategic approach to facilitating high-quality interdisciplinary funding applications.
4. Promote participation in strategically important funding calls including briefing senior staff regarding significant funding opportunities and recommending appropriate actions to support the bid process.
5. Manage major UK research bids. Promote opportunities and manage the development of proposals to be submitted to UK-based schemes including identifying appropriate academic leadership, potential partners and providing professional guidance in major bid preparation.
6. Encourage and provide support to academics in their research ambitions through expert funding advice, delivery of training, strategic planning and developing high-quality funding proposals, as required.
7. 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.
8. 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 interdisciplinary research.
9. 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.
10. 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.
11. Review research strengths in the light of funding opportunities to target specific calls and to identify priorities for strengthening and bringing together research capability.

12. Promote and manage activities such as interdisciplinary workshops and networking events to build capacity and consortia in interdisciplinary research. Where there is potential, follow this through to preparation of research bids.
13. Identify best practice relating to winning research 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 recent experience of working within a relevant (academic, public sector or commercial) research environment or research funding environment together with detailed, current knowledge of the research funding landscape.
3. Substantial experience and a track record of brokering, building and supporting interdisciplinary project teams.
4. Proven track record of assisting the initiation and development of successful large-scale collaborative research funding applications.
5. Evidence of project management experience with a demonstrated ability to respond to changing priorities and deadlines in high volume environments.
6. Comprehensive knowledge of current research trends and interdisciplinary funding opportunities.
7. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
8. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
9. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
10. Strong communication and presentation skills, including evidence of drafting clear and grammatically correct documentation on complex issues.
11. Proven track record of developing strong relationships and effective interactions with senior researchers.
12. Ability to assess, organise and prioritise in a complex and busy working environment.
13. Ability to exercise discretion when working with highly sensitive information.
14. Willingness to travel nationally/internationally as required.

**DESIRABLE CRITERIA:**

1. Postgraduate degree with interdisciplinary content.
2. Demonstrable evidence of building effective relationships with research funding organisations.
3. Experience of contributing and driving outcomes from committees or working groups.
4. Evidence of completing projects on time and delivering promised outcomes.
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.

**ADDITIONAL INFORMATION:**

Informal enquiries may be directed to: Nina Shiel at [n.shiel@qub.ac.uk](mailto:n.shiel@qub.ac.uk)