

Candidate Information

Position: Research Development Manager (STEM)
School/Department: Research and Enterprise
Reference: 25/112474
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 focus of this role is to grow the portfolio of grants from UK-based government (UK Research and Innovation, BBSRC, NERC and EPSRC) and charitable funders. The post holder will operate individually and as part of a team and will be responsible for developing and leading a strategic approach to research funding. 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 enhance the research portfolio at the University, with a particular focus on biological, natural environment and engineering sciences.
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 deliver a cohesive approach to facilitating high-quality research 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. Encourage and provide support to academics in their research ambitions through expert funding advice, strategic planning and developing high-quality funding proposals, as required.
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 biological, natural environment & engineering research.
7. 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.
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. 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 workshops and networking events to build capacity and consortia. 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) in a relevant STEM subject 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. 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. Evidence of strong interpersonal skills and ability to build links with key internal and external stakeholders.
6. Comprehensive knowledge of current research trends and UK national priorities.
7. Understanding of the context that the University is operating within and an awareness of current issues facing Higher Education.
8. Proven track record of developing strong relationships and effective interactions with senior researchers.
9. Experience of using IT at an appropriate level (e.g. Microsoft Office suite and presentation tools).
10. Ability to assess, organise and prioritise in a complex and busy working environment.
11. Ability to exercise discretion when working with highly sensitive information.
12. Strong communication and presentation skills, including evidence of drafting clear and grammatically correct documentation on complex issues.
13. Willingness to travel nationally/internationally as required.

DESIRABLE CRITERIA:

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

ADDITIONAL INFORMATION:

Informal enquiries may be directed to p.stephenson@qub.ac.uk