

**Job description**

**Date last reviewed**: October 2013

**Faculty:** All

**Title of post:** Research Manager

**Grade of post**: 9

**Post number**: 17728 17720 17711 17705

**FT or % P/T:** FT

**Permanent/Temporary**: Permanent

**Principal location of work**:

**Immediate line manager**: Head of Administration and Support Services

**Staff managed**: Research admin team

**Qualifications required for post**: Honours Degree

**Experience required for post**: Significant administrative experience in a research organisation and / or Higher Education

**Overall purpose of post**: To organise, implement and promote the Faculty’s research and knowledge exchangestrategies, advising the Faculty’s Senior Management Team, ensuring procedures and policies are adhered to, maintaining records for REF and other purposes and sitting on panels in both an advisory and decision making capacity.

**Main duties, to:**

1. Support senior management within the Faculty in implementing and monitoring adherence to research and consultancy strategy, procedures and policies.
2. Line manage the Research Support Team assuming responsibility for performance management, PDR and other aspects of staff management
3. Work in a team with the Associate Dean Research and Knowledge Exchange and Chair of the Grants Panel on strategic planning for research and knowledge exchange activities in the Faculty’ including the REF, and to analyse and report on external developments in the research environment.
4. Support the Associate Dean Research and Knowledge Exchange (RKE) with the preparation of REF audits and all associated documentation; preparation and monitoring of QR spending plans; provide support for faculty bids for central research funds, evaluate applications for internal faculty funding and ensure the efficient administration of such schemes.
5. Liaise closely with faculty finance and the Research and Business Development Office (RBDO) helping and advising Principal Investigators on relevant aspects of external grant submission, from alerting researchers of funding opportunities to timely submission of grant, ensuring quality of the submission, adherence to internal and external guidelines and deadlines and finally advising senior management on approval of the proposal.
6. Where required to assist the PVC/Dean and the chair of the RKE in implementing the Faculty’s visiting academic and honorary researcher scheme
7. Conduct research induction sessions for all new research active staff

1. Manage the Faculty’s external grant application process.
2. Work with Heads of Departments, Research Leads, UoA Coordinators and other relevant staff to develop research and knowledge exchange strategies and coordinate feedback and discussions over research management and priorities.
3. Maintain and develop relationships with research staff within other faculties, RBDO, HEFCE, Research Councils, UKRO and all other funding bodies so as to keep up to date with professional knowledge and best be able to advise staff and promote the Faculty’s objective of improving the quality, quantity and the success rate of submissions
4. Be an active member of the Faculty RKE and the Faculty Grants Panel and ensure accurate minutes are taken
5. Ensure that the research Information pages on the web are kept up to date and that research outputs are transferred onto RADAR as appropriate
6. Ensure detailed and systematic records of all aspects of Research activity including internal and external grants, the Research Degree Programme (including data on prospective students) etc are maintained for multiple purposes including Annual review, Deans Report to the University and Research Excellence Framework
7. Lead on the development of the Faculty’s research publicity, working closely with Associate Deans and marketing as necessary
8. Lead on the organisation of, and publicity for, faculty research events, liaising closely with faculty marketing, research staff from other faculties and external organisations as appropriate
9. Engage with relevant external associations e.g. ARMA
10. Represent the Faculty (or a Research Centre within the Faculty) on or to appropriate external bodies; to represent the Associate Dean Research and Knowledge Exchange on committees or at events when required.
11. Undertake any other duties commensurate with the grade and level of responsibility of this post for which the post holder has the necessary experience and or training.