

DEPARTMENT RESEARCH LEAD: ROLE DESCRIPTION

Faculty:

Department: [Fill in as appropriate]

Title of Role: Departmental Research Lead

Post number: [Fill in if necessary and as appropriate]

Workload Plan Allowance: 320 Units

Duration: Three years

Principal location of work: [Fill in as appropriate]

Immediate line manager: Head of Department

Important note: The Research Lead role may be combined with Unit of Assessment Co-ordinator role where appropriate

Staff managed: Subject to Faculty. May be no staff line managed though would commonly be any additional Unit of Assessment Co-ordinators in a given department. May also be some departmental research Fellows; members of own research team

Seniority required for role: Reader or Professor

Experience required for role: teaching and researching in higher education; in-depth knowledge and understanding of UK HE research systems and procedures (including knowledge exchange); effective and successful management of projects and team leadership; strategic planning and leadership; financial and budget management and planning; productive engagement with external bodies; success in attracting external funding and extensive knowledge of funding procedures; substantial experience of research management preferably in more than one discipline

Overall purpose of the role: to provide strategic leadership for the Department's research activities, ensuring that the Department meets its targets in terms of research outputs and research grant income

Main duties:

1. To provide strategic leadership for research in the Department
2. To ensure that the Department meets its targets for research outputs, working closely with Unit of Assessment Co-ordinators in the operation and monitoring of the personal research-planning system and with the Head of Department and the Associate Dean (Research and Knowledge Exchange) in the allocation of workload planning for research

3. To develop resourcing streams to aid the delivery of five-year plans, particularly a research leave schedule [where appropriate] and to identify priorities for resourcing
4. To ensure information on and commentary from the personal research-planning process is fed into the PDR process in an appropriate and timely manner
5. To ensure research-led teaching is fore-grounded in our programme delivery by working closely with the Programme Leads in relation to teaching and curriculum development.
6. To ensure that the Department meets its targets for winning external research income (working closely with the chair of the Faculty Grants Panel) by encouraging grant applications, with a particular view to diversifying income and increasing the number of large collaborative grants that carry fEC or charity-support funding
7. To work with the Associate Dean (Research and Knowledge Exchange) in the mentoring and development of colleagues' research
8. To oversee the Department's submissions in the forthcoming REF
9. To develop a Departmental strategy which addresses the issues of a sustainable research environment and the impact agenda
10. To encourage the development of interdisciplinary research, in line with the University's priorities
11. To review and develop Departmental research clusters/groupings
12. To work with the Faculty Lead for Knowledge Exchange to develop knowledge exchange related projects in the Department [amend according to appropriate post in Faculty]
13. To work closely with the Associate Dean (Research and Knowledge Exchange) and the chair of the Faculty Research Degrees Committee in increasing the number of doctoral students and completions in the Department
14. To enhance the research environment and culture of the Department through the arrangement of training events, workshops and seminars and to promote the Department's research activities in the University at large and externally
15. To develop international links in relation to research
16. To draft and develop Departmental policies and strategies in relation to research
17. To oversee the process of REF material being uploaded to RADAR
18. To represent the Department on Faculty RKTC and any other committees and working groups in relation to research
19. To assist the Head of Department in the preparation of the Departmental Strategic Plan

Other duties:

1. To teach and conduct research as agreed with the Head of Department
2. To undertake income-generating activities in relation to research
3. To represent the Department and/or Faculty on or to appropriate external bodies
4. To participate in staff development and review processes and in-service training, and to work to targets set by the line-manager
5. To undertake any other leadership and management duties commensurate with the grade and level of responsibility of this post, for which the post-holder has the necessary experience and/or training