happy to talk flexible working

1   Advertisement

Post Title: Senior Research Development Manager
School/department: Research and Enterprise (RES)
Hours: Full-time or part-time hours, hybrid, considered up to 37.5 hours per week Requests for <u>flexible working</u> options will be considered (subject to business need).
Contract: Permanent
Reference: 20392
Salary: starting at £ 44,414 to £ 52,841 per annum, pro rata if part time.
Placed on: 12 April 2023
Closing date: 16 May 2023. Applications must be received by midnight of the closing date.
Expected Interview date: to be confirmed
Expected start date: As soon as possible

This is an exciting opportunity to play a pivotal role in leading one of the Research Development teams within Research and Enterprises (RES). The Team provides advice and professional support to the University's academic staff in their pursuit of research and knowledge exchange funding. The role will lead one of the Research Development Teams and support the development of a successful portfolio of research awards which includes:

- Leading a team supporting a group of Schools, being responsible for the line management of the individuals concerned, delivering a high quality and effective research support service.
- Providing professional support for the planning, development and delivery of high quality research and knowledge exchange applications.
- Responsibility for oversight of the team's proposal development, award acceptance, review of relevant contract terms and coordination of contract negotiation and any associated due diligence, sanctions and export license checks.
- Identify and update processes and procedures in the delivery of support to stakeholders. In particular to enhance the quality and financial sustainability of research proposals.

The postholder will be expected to work across RES and professional services divisions to draw in expertise as necessary in the delivery of their work. Keen attention to detail and good organisational abilities are essential. These skills will be combined with the interpersonal and communication skills needed to work effectively with the University's academic staff and external organisations that fund research.

Please   contact   Claire   Potter   (C.Potter@sussex.ac.uk)   for   informal   Enquiries.

For full details and how to apply see our vacancies page

2.   The School / Division

Please find further information regarding the school/division at
https://www.sussex.ac.uk/research/about/research-and-enterprise.

3.   Job Description

Job Description for the post of: Senior Research Development Manager

Department: Research Development

Section/Unit/School: Research and Enterprise (RES)

Location: Falmer House

Grade: 8

Responsible to: Head of Research Development and Initiatives

Responsible for: Research Development Managers (G7); and Research Development Officer(s) (G5); Assistant Research Development Coordinator (G3) and Senior Research Development Officers (G6) under the RDMs

Role description:

To provide professional support for the planning, development and delivery of high quality research and knowledge exchange applications, in particular, but not exclusively, through external funding calls and tenders.

To lead a team supporting a group of Schools, being responsible for the line management of the individuals concerned, delivering a high quality and effective research support service. Responsible for oversight of the team's proposal development, award acceptance, review of relevant contract terms and coordination of contract negotiation and any associated due diligence, sanctions and export license checks.

Identify and update processes and procedures in the delivery of support to stakeholders. In particular to enhance the quality and financial sustainability of research proposals.

The postholder will be expected to work across RES teams and PS divisions to draw in expertise as necessary in the delivery of their work.

PRINCIPAL ACCOUNTABILITIES

1.   Lead, manage, promote and maintain a high quality Research Development service, engendering a culture of continuous improvement.

2.   Ensure the delivery of outputs of the team

3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.

4. Work in partnership with other key stakeholders to ensure seamless service

5. Supervise and advise on the research development support for research applications and tenders, associated services and knowledge exchange proposals, including contract research.

6. Provide strategic oversight of the award acceptance process

7. Supervise the research development team in preliminary review of research project agreements and contracts, ensuring that contractual terms meet University requirements.

8. Support the operation of relevant information systems to capture, manage and report on research and knowledge exchange activity.

KEY RESPONSIBILITIES

1. Team Management and Leadership
1.1 Provide management and leadership to motivate the team to achieve targets and objectives
1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all members of the department.
1.3 Ensure departmental understanding and application of operational standards are embedded in the departmental culture and methods of working.
1.4 Support the development of others, providing training and coaching in area of expertise
1.5 Foster an ethos of continuous improvement
1.6 Work closely with the other Senior Research Development Manager and the Senior Sussex Research Initiatives Manager and other Research and Enterprise colleagues to ensure effective and co-ordinated approaches to support each School's and the University's research and knowledge exchange plans.
1.7 Play an active role in the RES Management Team, and lead on key initiatives as required by the Director, Research & Enterprise. This includes but is not limited to: restructure implementation, change management best practice, development and introduction of new processes and procedures.

2. Service Delivery
2.1 Working within overall University and external (e.g. TRAC accounting methodology) policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of departmental targets and objectives.
2.2 Ensure effective systems and procedures (e.g. Procedure and Finance Guides) are in place to support the achievement of key performance targets in area of responsibility.
2.3 Contribute to the development of departmental/functional strategic planning process
2.4 Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
2.5 Ensure appropriate records, systems and process documentation are maintained commensurate with policy and procedure.
2.6 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex information to inform decisions related to School research development activity and strategy, to identify mechanisms to improve proposal quality and raise success rates.
2.7 Identify critical issues when resolving problems particularly where there is complex or competing information and use university policy and objectives to make decisions.
2.8 Maintain oversight of team funding horizon scanning and dissemination, funder relationships to identify funding and collaborative opportunities relating to research strategies at individual, collaborative, school and University level.

2.9 Work with the Research Information and Systems team to engage with the development of the new RMS system and oversee updates to key relevant IT and software systems, to support managing and tracking of research proposals and awards.

2.10 Oversee the research development library of material and programme of training and development for faculty, researcher and research support staff.

3. Policy and Procedure

3.1 Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy related to research and knowledge exchange as required.

3.2 Contribute to the shaping of policy decisions and improvement in area of expertise; working to develop streamlined procedures to implement new policies and ensure compliance.

3.3 Ensure appropriate governance is in place for area of expertise

3.4 Develop and maintain an understanding of critical regulatory requirements e.g. VAT, IR35, Sanctions, Export Controls, Insurance, relevant UK government policies.

4. Customers and Stakeholders

4.1 Proactively work with internal and external stakeholders and colleagues to ensure an effective research development service delivery, initiate and develop relationships, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

4.2 Persuade, influence and negotiate as appropriate to further the objectives of the University

4.3 Understand, and proactively encourage, engagement with the University's commercialisation processes including new IP disclosures and commercial development ideas.

5. Proposal support

5.1 Ensure identification and appropriate handling of regulatory requirements (for example: ethics, human and animal tissue, export control, sanctions and procurement), and staff risk assessment and review of applications for coherence, completeness and consistency with both funder and internal financial governance requirements, drawing on an internal network of advisors as appropriate.

5.2 Provide advice to team members and investigators on the construction of costs and approaches to pricing.

5.3 Ensure risk assessment of proposals is undertaken

5.4 Review and approval of all proposals as part of internal approval workflow, ensuring that each is appropriately authorized and recorded, prior to submission.

6. Award Acceptance

6.1 Problem-solving and advising on the award acceptance process where required.

6.2 Allocating team resources to ensure awards are processed in line with University and funder procedures.

7. Legal Review and Negotiation

7.1 Ensure institutional risks in contracts are identified and appropriately managed in liaison with the academic lead and the Contracts team.

7.2 Where necessary, oversee the referral of contracts (by the relevant Research Development Manager) to the Contracts team, and liaise closely with them to conclude contract negotiations satisfactorily and promptly.

7.3 Arrange training and guidance to the team of Research Development Managers on contractual matters as they arise, in conjunction with the Contracts team.

7.4 Delegated legal signatory on contracts and agreements up to £1m.

8. Research and Knowledge exchange activity

8.1 Ensure capture of full and accurate project information, enabling the generation of metrics for statutory and other external reporting (e.g. HESA, REF, HE-BCI, KEF), and for internal management reporting.

8.2 Ensure that relevant databases are maintained and up to date to ensure that management information is accurate.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- Leading a team of 7+ staff, ensure annual appraisal reviews are completed

- Timely submission of team proposals to external funding deadlines.

- Timely processing of proposals and awards in internal systems, to ensure management reporting is comprehensive and up to date.

- The post holder reports to the Director, RES and then when in post, the Head of Research Development and Initiatives, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

- Support achievement of the Division's/Unit's/School's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

- Ensure project budgets for external funding applications demonstrate compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently

Dimensions

- This role has budget responsibility.

- This role has line management responsibility.

- This role does not have any responsibilities for equipment or premises.

- The post holder reports to the Head of Research Development and Initiatives; working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support

the achievement of the strategic and operational goals of the University, Professional Services & their Division. The post holder will be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

•   Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

•   In developing project budgets for external funding applications, demonstrate compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4.   Person Specification

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or qualified by directly relevant experience, as appropriate to the area of expertise (see role-specific criteria below).

2. A detailed applied and theoretical knowledge and understanding of research and knowledge exchange funding and application support area.

3. Effective management skills

4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood the audience.

5. Planning and organisational skills, including project management, with the ability to delegate to team members where appropriate.

6. Well-developed interpersonal skills with the ability to effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships.

7. Analytical skills with the ability to generate effective solutions and make effective decisions

8. Commitment to customer excellence

9. Effective IT Skills on MS platform

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Knowledge of the research and knowledge exchange policy context of UK Higher Education

2.   Sound knowledge of the broad research process in HE

3.   Understand the key elements of research and related contracts and Intellectual Property, experience reviewing and negotiating contracts

4.   Experience of project risk assessment

5.   Numerate and confident working with figures, experience of project costing and pricing

6.   Experience of working in a similar role in higher education or in a research or funding organisation.

7.   Experience of staff line management, and managing and motivating teams successfully, including change management.

8.   Able to work under pressure, prioritising and organising own and others' workload effectively to meet deadlines and achieve high standards of performance.

9.   Willingness to work longer/flexible hours as necessary to meet deadlines

10. Willingness to travel including overnight stays

DESIRABLE CRITERIA

11. Understanding of the commercialisation process

12. Ph.D. or equivalent research degree.