1 Advertisement

Post Title: Senior Research Manager
School/department: University of Sussex Business School
Hours: Full-time hours considered up to a maximum of 1.0 FTE. Requests for flexible
working options will be considered (subject to business need).
Location: Brighton, United Kingdom
Contract: Permanent
Reference: 20918
Salary: starting at £44,414 to £52,841 per annum, pro rata if part-time
Placed on: 26 June 2023
Closing date: 12 July 2023**.** Applications must be received by midnight on the closing date.
Expected interview date: To be confirmed.
Expected start date: As soon as possible.

The University of Sussex Business School is seeking to appoint a proactive and experienced
Senior Research Manager. The School's research has been ranked:

- Top 25 in the world for research in energy economics (*Research Papers in
  Economics, 2023*)

- Top 25 in the world for research in environmental economics (*Research Papers in
  Economics, 2023*)

- 1st in the UK for research grant income 2020-21 (*Chartered Association of Business
  Schools, 2022).*

The Senior Research Manager will work with the Associate Dean of Research to continue to
develop and implement the Research Strategy and to have oversight of the operational
delivery of research activity. They will play a lead role in driving forwards the School's
research ambitions as part of an agenda of continuous improvement, in line with strategic
goals.

The post holder will manage a large team of professional services staff with responsibility for
supporting various aspects of research within the School. They will liaise with central
Research teams in both pre- and post-award and the Research Information, Quality &
Impact team.

The Senior Research Manager will be a key driver in the School submission to the next
Research Excellence Framework.

The post holder will have a sound knowledge and understanding of research funding and
policy in a higher education context, particularly in respect of business schools. Familiarity
with EQUIS and other, related accreditations will be an advantage.

They will be an experienced project manager, partnership developer, stakeholder manager
and a confident communicator.

Please contact Merrill.Jones@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students, and we welcome applicants from all backgrounds.

2. **The School / Division**

Please find further information regarding the school/division at
https://www.sussex.ac.uk/business-school/

3. **Job Description**

Job Title:	Senior Research Manager
Grade:	G8
School/Division:	University of Sussex Business School
Location:	Essex House
Responsible to:	Head of Professional Service
Direct reports:	Research Manager, Research Communications Manager, External Engagement Manager, Research Programme and Centre Man agers (x5)n/a
Key contacts:	School Management Team, especially the Associate Dean Research; Department Directors of Research and Knowledge Exchange; Division of Research & Enterprise Services, especially Research Development Managers and Snr Research Finance Officers; Research Excellence Framework (REF) Unit of Assessment (UoA) Leads.

Role description:

The Senior Research Manager is responsible for all research operations within the School: managing all research-related professional services activities, and working closely with the school leadership team to develop and implement the School-level research strategy.

The role supports the School leadership on all research-related matters and contributes to the wider operating environment of the University by acting as the primary interface with central divisions and other schools of study.

The role manages all research and KE related operations and reporting, including for REF and accreditation purposes.

PRINCIPAL ACCOUNTABILITIES

- Lead, manage, promote and maintain a high-quality Professional Services team, engendering a culture of continuous improvement.

- Ensure the delivery of outputs of the team.

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

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

- Maintain up-to-date knowledge of the institutional research environment, ensuring timely sharing of information with stakeholders, including School management and leadership.

- Delivering on School Research Strategy aligned to the University strategic priorities.

KEY RESPONSIBILITIES

1. Management and Leadership
1.1 Provide management and leadership to motivate staff 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 team.
1.3 Ensure understanding and application of operational standards are embedded in the 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.

2. Service Delivery
2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the area of expertise. Plan and allocate resources to support the achievement of targets and objectives.
2.2 Ensure effective systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
2.3 Contribute to the development of the strategic plan.
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 and 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 subject areas.
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.

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 as required.
3.2 Contribute to the shaping of policy decisions and improvement in area of expertise.
3.3 Ensure appropriate governance is in place for area of expertise.

4. Customers and Stakeholders
4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective 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.

5. Role specific responsibilities

5.1 With the Senior Management Team develop the research and knowledge exchange components of the School strategy and lead the development of systems, policies and processes to support its implementation.

5.2 With the School Management Team, management of school-related financial resources.

5.3 With the Director of Doctoral Studies (DDS), ensure operational delivery of School postgraduate research programmes in compliance with University and statutory regulations.

5.4 Research intelligence and planning linked with the delivery of school plans.

5.4 With Academic Leads, the delivery of the Research Excellence Framework (REF) for those UoAs which sit in the School.

5.4 Oversee support for developing the school research environment in line with the Concordat to Support Early Career Researchers and other principles/standards of best practice.

5.5 Effective partnership-working with colleagues in central PS on policy and system development, compliance and regulation.

5.6 Maintain oversight of the School's research communications, events, impact and knowledge exchange activities.

5.7 Leading relevant School projects, such as those designed to foster continuous improvement or deliver relevant components of the school strategy.

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.

Dimensions

- Leading a team of 20-50 staff

- The post holder reports to the Head of Professional Service, 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 PS Senior Management Team in supporting the achievement of the strategic and operational goals of the University, Professional Services & their School. 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 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.

- Balance effectiveness and cost-efficiency in the management of the budgets you are accountable for, demonstrating 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.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

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

2.   A detailed applied and theoretical knowledge and understanding of research and knowledge exchange in the UK and broader contexts.

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 by different audiences.

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, and to effectively contribute to team working and developing 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.   Experience of budgeting, planning, and forecasting for resource allocation.
2.   Experienced at developing business cases, strategic plans, and supporting senior managers with decision making.
3.   Ability to analyse and translate complex information into a narrative that can be clearly understood in order to produce clear, concise and accessible reports to a range of audiences.
4.   Working knowledge of the Data Protection Act and Freedom of Information Act.
5.   A good understanding of research operations and activities within HEIs, including impact, knowledge exchange and bid development; preferably in a university or research institute setting.
6.   Good knowledge of the UK research policy landscape and sound understanding of the international research environment.
7.   Results-focused, with a track record of meeting high-level objectives and delivering excellence.

DESIRABLE CRITERIA

1.   Knowledge of Higher Education administration or management.
2.   Change management experience in delivering process and system improvements in a complex organisation.
3.   Knowledge of the UK's Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF).