1 Advertisement

Post Title: Research Manager  
School/department: Global Studies/Geography  
Hours: part time considered up to a maximum of 60% FTE  
Requests for flexible working options will be considered (subject to business need).  
Contract: fixed term until August 2023  
Reference: 4195  
Salary: starting at £33,797 to £40,322 per annum, pro rata if part time  
current salary scales can be found here  
Placed on: 04 August 2020  
Closing date: 04 September 2020  
Applications must be received by midnight of the closing date.  
Expected start date: September 2020 or soon thereafter

- An experienced Research Manager is required to oversee research on two large, international research projects in the School of Global Studies.  
- The successful applicant will be responsible for the overall coordination of research on both projects, including establishing and maintaining timetables for all research activities, meetings and events across ten countries.  
- This will involve regular contact with colleagues at Sussex and several other UK institutions and international partners in Bangladesh, DRC, Ethiopia, Lebanon, Myanmar, Pakistan, South Africa, Somaliland, Sri Lanka and Zimbabwe.

Please contact Michael Collyer (M.Collyer@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 http://www.sussex.ac.uk/global/
3. **Job Description**

Job Description for the post of: Research Manager

**Department:** Geography

**School:** Global Studies

**Location:** tbc

**Grade:** 7.30

**Responsible to:** Professor Michael Collyer

**Key contacts:** Members of research project group, members of faculty within the School and University.

**Role description:** Research Manager is not a research position but a senior administrative role, although a research background is not necessary, some experience of research is an advantage.

**PRINCIPAL ACCOUNTABILITIES**

1. To oversee research activities on the projects ‘Protracted Displacement Economies’ and ‘Towards Trajectories of Inclusion: making infrastructure work for the most marginalised’, establish research plans for both projects and maintain all research activities in line with the relevant plans, working closely with the Sussex research team on each project, relevant UK academics and international partners in order to do so.

2. Coordinate with the Communications Manager, who will also be recruited at 60% across the same two projects.
KEY RESPONSIBILITIES

1. Research, Scholarship & Enterprise

1.1 Ensure research on the two projects progresses according to established plans.

1.2 Oversee financial management of the project by keeping track of project budgets, ensure delivery of quarterly budget reports from each partner, liaise with Sussex accounts to ensure on time payment of all partners.

1.3 Organise and attend quarterly online meetings and annual in person meetings for each project. Annual meetings are planned for Chiang Mai, Beirut, Addis Ababa, Cape Town, Colombo and Istanbul. This will require approximately two weeks international travel a year.

1.4 Coordinate with the Communications Manager to ensure clear link between research and communications.

1.5 Contribute to the preparation of proposals and applications to external bodies, for example for funding purposes.

1.6 Individually or with colleagues, explore opportunities for enterprise activity, knowledge exchange income and/or consultancy, where permissible.

1.7 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.

1.8 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.

2. Teaching & Student Support

2.1 Assist in the development of student research skills, for example as part of a postgraduate supervision team.

3. Contribution to School & University

3.1 Attend and contribute to relevant School and project meetings.

3.2 Undertake additional duties, as required by the Principal Investigator and/or Head of School.

4. Role-specific duties

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

- A post-graduate degree in a social science subject or equivalent scholarly or relevant professional activity
- Previous experience of managing large research programmes or equivalent management tasks.
- Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to graduate level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with colleagues, research partners and external audiences.
3. Ability to work individually on own initiative and without close supervision, and as part of a team.
4. Ability to exercise a degree of innovation and creative problem-solving.
5. Excellent organisational and administrative skills.
6. Ability to prioritise and meet deadlines.
7. Excellent IT skills.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Evidence of management of high-quality research activity involving international partners
2. Ability to manage budgets, including issues raised by working in multiple currencies.
3. Experience of organisation of meetings and events.
4. Excellent management abilities, including ability to keep multiple teams on track.
DESIRABLE CRITERIA

1. Experience of management of international research projects involving partners in ‘Least Developed Countries’.

2. Familiarity with quantitative and/or qualitative research methodologies.

3. Familiarity with a theory of change and a logframe analysis to organise and track research progress.

4. Experience of university administration, particularly from a research perspective.

5. Knowledge of French or any of the other languages involved in either of the two projects (Amharic, Arabic, Bangla, Lingala, Pashto, Shona, Sinhala, Somali, Swahili, Tamil, Thai)