**US**

**UNIVERSITY OF SUSSEX**

**1       Advertisement**

**Post Title: Assistant Research Manager**
**School/department**: Law, Politics and Sociology
**Hours**: Full time (36.5 hours per week).
Requests for <u>flexible working</u> options will be considered (subject to business need).
**Contract**: Permanent
**Reference**: 8001
**Salary**: Starting at £30,497 to £34,304 per annum
**Placed on:** 13 June 2022
**Closing date**:  29 June 2022. Applications must be received by midnight of the closing date.
**Expected Interview date:** Morning of 11 July 2022.
**Expected start date**: 01 August 2022

The Social Science Group of Schools is seeking to appoint an Assistant Research Manager to work as part of a shared-service team primarily supporting the school of Law, Politics and Sociology.

This is a great opportunity to work in a developing role. The successful candidate will support the implementation of the research strand of the school strategy and manage a small school professional services research team. The focus is facilitating and supporting research bids within the school, working with academic staff.

The post-holder will support key processes in the remit of school research management including research grant applications, research culture and collaboration, research impact, environment, knowledge exchange and policy supporting the work of the Directors and Head of School.

Initiative, flexibility and the ability to communicate effectively, both orally and in writing, are essential. This role would suit applicants with experience of working within a higher education environment and with experience of research administration

Please contact Pippa Robinson ([pjr26@sussex.ac.uk](mailto:pjr26@sussex.ac.uk)) for informal enquiries.

*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 at:
http://www.sussex.ac.uk/schoolsandservices/schools/


**3.      Job Description**

Job Description for the post of: Assistant Research Manager (also referred to as Senior Research Officer)

**School: Law, Politics and Sociology.**

**Location: Freeman Building**

**Grade: 6**

**Responsible to:** Head of Professional Service or Senior Research Manager

Role description:

To work closely with the Director of Research and Knowledge Exchange, Director or Doctoral Studies, Research Directors and the school leadership team to implement the research strand of the school strategy. Lead the development of PS systems, policies and processes that support implementation of the School Research Strategy and to manage the school professional services research staff.

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PRINCIPAL ACCOUNTABILITIES

1.  Manage, promote and maintain high quality, Professional Services, engendering a culture of continuous improvement.

2.  Lead the operational outputs of a small team of individuals.

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

4.  Work in partnership with key stakeholders in the School/School-Group and central services to ensure seamless service

**KEY RESPONSIBILITIES**

**1. Team leadership**
1.1  Lead a small team to support the achievement of targets and objectives
1.2  Allocate available resources to achieve targets and objectives including supporting the selection, induction, performance management and development of team members
1.3  Ensure team understanding and application of operational standards are embedded in the 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 university policy and procedure, undertake day-to-day local team leadership of operational matters in the process and/or procedure in the area of expertise. Plan and implement activities of the team to ensure the achievement of team 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  Support the implementation of improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
2.4  Maintain appropriate records and documentation commensurate with policy and procedure.

2.5  Provide reports internally and externally as appropriate. To undertake analysis, interpretation and presentation of standard data to inform decisions related to subject area.

2.6  Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

**3.  Policy and Procedure**

3.1  Work within policy and procedure, providing advice to enquiries on the application of policy/procedure as required.

3.2  Contribute to policy decisions and improvement in 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, providing data and information to inform decisions as necessary, showing appropriate sensitivity when needed.

**5.  Role specific responsibilities**

5.1  Support for research grant applications and funding, including oversight, advice, coordination, updating of School data;

5.2  Engage with Research Forums internally and externally to identify future opportunities for engagement and collaboration specifically including cross school working.

5.3  Contribution to the school research strategy including leading the delivery and development of policies and processes to support its implementation.

5.4  Developing and promoting the school research environment including support for Research Centres, oversight of Doctoral support and ECR development

5.5  Development and delivery of professional support for Research Impact, REF and KEF including staying abreast of the HE landscape in this area

5.5  Develop research communications to support internal systems and processes and external engagement

5.6  Professional development and training through attendance at events and development of professional networks to take forward KE, research impact and REF development.

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**

- 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. The post holder may 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 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

- Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline

- A practical knowledge and understanding of research support or management i.e. 2 years' experience in a similar role working directly with academic research staff;

- Demonstrable effective team management skills

- Good oral and written communication skills with the ability to present information in a way that can be understood the audience.

- Planning and organisational skills with the ability to delegate to team members where appropriate.

- Well developed interpersonal skills with the ability to influence team members, effectively contribute to team working to build and develop working relationships.

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

- Commitment to customer excellence

- Effective IT Skills on MS platform. Experience using functional databases.

### DESIRABLE CRITERIA

- Background in Social Science disciplines
- Previous experience of publicity including design and/or social media for external engagement;
- Knowledge of the academic publishing landscape, including of Open Access policy.
- Experience of interpreting, and working within the context of, national research policy.
- Experience of working with publication repository systems and/or research bid processes.
- Knowledge of REF and Higher Education research policy;
- Previous experience of writing or editing impact case studies for the REF;
- An understanding of research ethics;
- Experience of research knowledge exchange and/or impact generation activities;