

## 1 Advertisement

**Post Title: Head of Research Development and Initiatives**

**School/department:** Research and Enterprise Services

**Hours:** Full-time hours considered up to 1FTE.-Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 8438

**Salary:** starting at £51,799 to £60,022 per annum (with a discretionary range dependent upon skills and experience)

**Placed on:** 28 April 2022

**Closing date:** 25 May 2022. Applications must be received by midnight of the closing date.

**Expected Interview date:** week of 13-17 June

**Expected start date:** September 2022

An exciting opportunity exists to join the University of Sussex in a new leadership role as Head of Research Development and Initiatives. This role will provide leadership to promote and maintain the University's research development services to academic colleagues and to ensure that appropriate resources are in place to manage institutional research funding allocations.

As the service lead, you will be responsible for developing initiatives to enhance the quality of funding proposals and to ensure that resources are aligned to meet research development demand. You will also be the key relationship manager for external funders, and will have responsibility to maintain and develop those relationships alongside academic colleagues.

This is a key role, ensuring the effective delivery of strategic objectives, alongside contributing to the wider work of the Research and Enterprise Services Division, working closely with the heads of each area, and as a member of the leadership team.

If you have experience of leading research bid development activities and knowledge of the research policy context within UK higher education, with highly effective leadership skills and the ability to think strategically and develop excellent service provision then we want to hear from you.

Please contact Emma Potts, Interim Director, Research and Enterprise Services ([e.potts@sussex.ac.uk](mailto:e.potts@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 division at

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/research-enterprise>  
and <https://www.sussex.ac.uk/research/>

### **3. Job Description**

Job Description for the post of: Head of Research Development and Initiatives

<b>Department:</b>	Research and Enterprise Services
<b>Location:</b>	Falmer House/Hybrid
<b>Grade:</b>	9
<b>Responsible to:</b>	Director, Research & Enterprise
<b>Responsible for:</b>	Senior Research Development Managers (2), Senior Research Initiatives Manager
<b>Key contacts:</b>	PVC Research & Enterprise, dPVC Research, Directors, Research & Knowledge Exchange (DRaKEs – School Academic leads on Research), Heads of School, RES and other Professional Services (PS) colleagues, external funders and stakeholders.

The Head of Research Development & Initiatives will provide leadership to the Research Development and Research Initiatives teams, promoting and maintaining the University's research development services to academic colleagues. As the service lead, you will be responsible for developing initiatives to enhance the quality of funding proposals and to ensure that resources are aligned to meet research development demand, offering a high-quality support service. You will lead on identifying key research funding opportunities, liaising with the DPVC Research and DRaKEs as necessary, putting appropriate resources in place to support funding priorities. The post holder will also be the key relationship manager for external funders and will have responsibility to maintain and develop those relationships alongside academic colleagues.

The post holder will also lead on the delivery of Research Initiatives, ensuring that appropriate resources are in place to manage institutional research funding allocations.

This is a key role, ensuring the effective delivery of strategic objectives, alongside contributing to the wider work of the Research and Enterprise Services Division, working closely with the heads of each area, and as a member of the leadership team.

#### **PRINCIPAL ACCOUNTABILITIES**

1. Provide leadership to the Research Development and Research Initiatives teams, promote and maintain a high-quality service delivery, engendering a culture of continuous improvement across the teams.
2. Responsible for setting the standards of delivery in areas of responsibility and ensuring appropriate resources are available to meet research support demands.

Identify where system and process improvements will improve efficiency and effectiveness of the service delivery model.

3. Set direction and vision for the teams ensuring resulting policies are in alignment with strategic objectives for research with impact activities.
4. Work in partnership with other internal and external stakeholders to ensure strategic alignment of service, specifically with the DPVC Research, DRaKEs and research funders.
5. Oversee the development of content and expertise for training and academic staff development activities through the delivery of seminars, workshops, surgeries and 'town hall' type events, to improve the quality of research applications and bids.

## **KEY RESPONSIBILITIES**

### **1. Departmental Leadership**

- 1.1 Provide leadership across Research Development and Research Initiatives teams, setting standards of service, targets and objectives.
- 1.2 Ensure the appropriate allocation of team resources is made to achieve bid deadline targets and objectives including the selection, induction, performance management and development of all members of the team
- 1.3 Set teams' direction and vision ensuring service and teams' culture are in strategic alignment with both RES and the institution as a whole.
- 1.4 Support the development of others, providing leadership and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement utilising the key systems available currently, and in the future, to improve process and efficiency of the service.
- 1.6 Provide leadership across the teams during periods of significant change, employing change management knowledge and skills as appropriate.

### **2. Service Delivery**

- 2.1 Working within overall university policy and procedure, ensure the effective management of responsibilities in the research development and initiatives team.
- 2.2 Plan and allocate resources to support the achievement of RES targets and objectives.
- 2.3 Development of RES and research development strategic plans
- 2.4 Ensure effective service delivery within research development and initiatives teams.
- 2.5 Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex and conflicting information to inform decisions related to research development and initiatives.
- 2.6 Identify critical issues when resolving problems particularly where there is complex or competing information and use university strategy and objectives to make decisions.

### **3. Strategy and Planning**

- 3.1 Based on a broad and deep set of knowledge and experience, set the strategic direction for the research development and initiatives team.
- 3.2 Shape policy development and provide guidance on strategic agenda drawing on the research funding landscape, UK and international.
- 3.3 Ensure appropriate governance is in place for area of expertise to meet funder terms and conditions of funding.

#### **4. Customers and Stakeholders**

- 4.1 Proactively engage with internal and external stakeholders, university academic and PS colleagues to ensure the effective delivery of strategic objectives, initiate and develop relationships, providing analysis of 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. General Responsibilities**

- 5.1 Understand the research priorities and identify possible funding opportunities to support the delivery of these priorities.
- 5.2 Ensure the provision of high quality research support services to academic researchers for submission of research grants and contract research, processing of awards and other related activities.
- 5.3 Ensure that the support service is undertaken efficiently and effectively, managing the following:
  - Project risk through source of funding: undertake sanctions and PEP checks as appropriate;
  - Project risk through activity and partner origin: undertake export control checks and advise researcher accordingly;
  - Project risk of funding: ensure that appropriate scrutiny is given to funding level of the proposed research ensuring this meets University minimum funding levels for FEC, and that appropriate level approval in line with policy;
  - Project risk for contract terms and IP: ensure terms are acceptable under University policy.
- 5.4 Take a lead role in developing systems and process improvements ensuring that the service remains efficient and effective.
- 5.5 Engage as necessary with research strategy development and implementation.
- 5.6 Liaising with Head of Research Finance & Contracts, have a shared awareness of national and international shifts in research funding policy, process and strategic priorities, preparing briefings as appropriate to senior university leaders.
- 5.7 Contribute to the RES and University planning round.

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 20 staff

- Manage a staff and non-staff budget of c£881k, plus additional strategic funding from e.g. UKRI/Research England currently c£500k
- Responsible for the achievement of 100% of research bids submitted on time to funder, and for allocation and reporting on strategic funding.
- The post holder reports to the Director, Research & Enterprise but enjoys a defined level of autonomy and responsibility to enable the post holder to manage their own work and that of their reporting managers to achieve their agreed objectives. The role holder is also a member of the senior leadership team for RES and has joint responsibility to support the Division to achieve the strategic and operational goals of the University,. 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.
- The post holder should 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.
- The post holder should 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

#### **4. Person Specification**

##### **ESSENTIAL CRITERIA**

1. Normally educated to degree level, with a post graduate qualification, or relevant level of experience, as appropriate to the role.
2. Proficiency in research bid development, with broad and deep knowledge and understanding of research funding and the relationship between related disciplines.
3. Highly effective leadership skills with the ability to motivate others to achieve.
4. Excellent oral and written communication skills with the ability to present concepts, vision and strategy in a way that can be understood the audience.
5. Well-developed planning and organisational skills, including project management with the ability to delegate to team members.
6. Excellent interpersonal skills with the ability to effectively influence, persuade and negotiate in the research development discipline area, effectively contribute to team working to build and develop working relationships.
7. Well-developed analytical skills with the ability to generate effective solutions from concepts and vision and make effective decisions to deliver vision.
8. Effective IT skills on MS platform.

## **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Significant experience of leading research bid development activities in a Higher Education setting
2. Significant experience of project or programme management, including negotiation at a senior level on terms and conditions of funding.
3. Advanced knowledge of grant and contract funded research, related legal contract and IP terms, with a detailed knowledge of major UK and EC funder terms.
4. Knowledge of the research policy context within UK higher education, and an understanding of research culture in a university setting.
5. Experience of operating within a regulated framework, an understanding of sanctions checks, due diligence and export control checks, and the development related policy and process framework.
6. Experience of leading teams through change and to identify process improvements through systems change.
7. Experience of leading teams focussed on delivering high quality customer services.

## **DESIRABLE CRITERIA**

8. A Doctoral degree in a related area.
9. Experience of developing and delivering materials for training and workshops related to research bidding with a focus on quality areas.
10. Experience of driving up research bid success through improved support mechanisms.
11. Experience of implementing new software systems to support a key business function such as research.