



## 1 Advertisement

**Post Title: Research Development Manager**

**School/department:** Brighton and Sussex Medical School

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

**Contract:** permanent

**Reference:** 5339

**Salary:** starting at £33,797 to £40,322 per annum, pro rata if part time

**Placed on:** 22 March 2021

**Closing date:** 12 April 2021 Applications must be received by midnight of the closing date.

**Expected start date:** ASAP

**This vacancy is only open to those currently working at the University of Sussex or the University of Brighton**

- The post will support the effective management of research activities in the Medical School including the development and implementation of BSMS research and impact strategy.
- Working closely with senior academic staff, the post holder will ensure there is a supportive research environment for academic staff and postgraduate research students.
- A key function will be to manage the School's REF submission and maintain an overview of the School's research impact.

Please contact Peter Dennis [p.b.dennis@bsms.ac.uk](mailto:p.b.dennis@bsms.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM) at Sussex.

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

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)

[www.bsms.ac.uk](http://www.bsms.ac.uk)

*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 [www.bsms.ac.uk](http://www.bsms.ac.uk)

## 3. Job Description

## Research Development Manager

Department	Brighton and Sussex Medical School Professional Services
Section / Unit / School	Research
Location	University of Sussex campus
Grade	7
Responsible to	Peter Dennis, Medical School Secretary

### **Summary of role**

Responsible for the effective management of all research activities requiring support, including the development and implementation of BSMS research and impact strategy. Working closely with the Directors of Research and Knowledge Exchange, the REF lead and Deputy Dean, the post holder will ensure there is a supportive research environment for both academic staff and PGRs. A key function will be to manage the School's REF submission (or any form national future research assessment exercises will take), and maintain an overview of the School's research impact.

### **Key responsibilities:**

#### **Research Excellence Framework**

- Co-ordinating the preparation of the BSMS REF submission as a project, under the direction of the Dean and others involved in REF management, but also taking the initiative when appropriate, and providing regular reports on progress.
- Understanding and interpreting Research England guidance on REF and working closely with REF managers at the Universities of Sussex and Brighton on the internal interpretation and application of this guidance.
- Analysis of quantitative data on REF outputs, impact and environment, including quality assessment and grant data amongst others.
- Working closely with relevant colleagues in other Schools who are contributing to or collaborating on REF submissions that also include BSMS.
- Working with colleagues in the Library, R&E, and the Schools to quality assure and validate data, including compliance with Open Access requirements on outputs.
- Undertaking regular data checking and resolving errors, omissions, and issues of data presentation.
- Producing reports, analysis and recommendations to those in management roles within BSMS and the two Universities as well as reports to the Research Committees, including both qualitative and quantitative analysis.
- Co-ordinating the development of REF impact case studies within BSMS,

including working with individual academic authors and the academic REF impact lead on these case studies, and undertaking editorial, proofreading and feedback work, in collaboration with the people and processes undertaking impact case study preparation across the two Universities.

- Gathering and presenting REF environment data on research income, doctoral students, and other elements of the research environment.
- Working within, and potentially contributing to, the Sussex and Brighton REF Codes of Practice, as applicable, and working within other applicable policies from across the two Universities.
- Working in a sensitive and informed way with individual researchers to understand their publication and impact plans in the context of REF.
- Supporting any committees or working groups established within the School to prepare for REF, as required.

### **Research planning and funding intelligence**

- Support the appointed Directors of Research and Knowledge Exchange in the development and implementation of the School's research and impact strategy by contributing to the identification and development of potential areas of impact, gathering evidence of impact and ensuring routes to impact are embedded in research applications.
- Contribute to the evaluation of research performance and provide data and associated recommendations to School decision-makers, preparing reports that will guide decision-making on research investments (e.g. new recruits, infrastructure etc...).
- Undertake bibliometric and related modelling exercises at School, Department, and individual levels to identify untapped research strengths/expertise and inform potential collaborations (cross-departments, cross-schools and/or with external partners) to answer funders' priority calls (e.g. GCRF, rapid-response mode competitions).
- Conduct regular horizon scanning and analysis of key funders' research strategies and explore other research funding avenues (e.g. industrial partnership).
- Develop and maintain a good understanding of the external research and knowledge exchange policy environment (REF, KEF and HEIF), as well as the Universities' internal pump priming initiatives, "Sussex Research", Brighton's "Rising Stars", etc...
- Contribute to the School's strategy to increase patient recruitment numbers in the South East. Related activities for this target include (but are not limited to): support the development of a School-based Clinical Research Centre, regrouping all relevant internal and external support services – Internal: Sussex Research Development, Joint Clinical Research Office, BSCTU; External: NIHR, ARC, KSS, NIHR local CRN, NIHR RDS SE, local NHS Trusts R&D; develop and promote a clear clinical research support pathway for the SE ("Who's who" of clinical research support services in the SE) for researchers and potential external partners (e.g. industry, 3<sup>rd</sup> sector organisations, etc..).

- Work with the School's Finance Manager to consolidate the School's research budget and ensure its sustainability. Activities may include but are not limited to: modelling different research funding scenarios and their implication on the School's contribution.

### **Research grant development and awards acceptance**

- Support the Directors of Research and Enterprise to facilitate research grant applications and secure the School's grant capture by establishing a School-based research applications development support/training and review process.
- Work with the Directors of Research, the School ECR lead, and the two Universities' Doctoral Schools to coordinate and deliver training opportunities on developing a personal research strategy and grant-writing approach tailored to BSMS ECRs (e.g. Fellowships) and PGRs.
- Contribute to the drafting of standard, non-technical and institutional position content for grant proposals.
- Review near finalised proposals for completeness, coherence and consistency with funders' requirements.
- Play a substantial part in shaping and delivering major grant proposals (>£1M) – growing the School's portfolio for this type of funding is a key aspect of the School's research strategy.
- Facilitate post-award negotiations. Supporting activities include but are not limited to: populating the Sussex post-award contract instruction form with the PI and liaising with the Sussex Contract Team as and when required.

## **2. Person Specification**

<b>Skills and abilities</b>	<b>Essential</b>	<b>Desirable</b>
Data analysis skills and experience of working with, modelling and interpreting complex data.	<b>X</b>	
Qualitative analysis and editorial skills, and the ability to write cogent narrative reports.	<b>X</b>	
An ability to communicate sensitively with different stakeholders.	<b>X</b>	
High level of English language ability and a flare for writing.	<b>X</b>	
Excellent proof reading skills and attention to detail.	<b>X</b>	

<b>Knowledge</b>		<b>Essential</b>	<b>Desirable</b>
	An understanding of how academic publishing and impact activities intersect with issues of equality, diversity, and inclusion.		<b>X</b>
	An understanding of the research landscape in medicine, health, biomedical science and cognate fields, including the academic publishing environment in those fields and the relationships between University-based research and external stakeholders in health and medicine.		<b>X</b>
	Knowledge of the academic publishing landscape, including of Open Access policy.	<b>X</b>	

<b>Experience</b>		<b>Essential</b>	<b>Desirable</b>
	Experience of supporting management committees.		<b>X</b>
	Experience of working with publication repository systems.		<b>X</b>
	Experience of interpreting and working within the context of national research policy.	<b>X</b>	
	Experience of preparing and presenting reports and analysis to senior managers and diverse sets of colleagues, including those with both expert and lay understandings of the context.	<b>X</b>	
	Experience of project management, including planning activities over a complicated timeline and with multiple stakeholders.	<b>X</b>	
	Experience of working to strict external and internal deadlines.	<b>X</b>	

<b>Qualifications</b>		<b>Essential</b>	<b>Desirable</b>
	First degree preferably in a medical or scientific subject.	<b>X</b>	
	Postgraduate qualification.		<b>X</b>

<b>Personal attributes and circumstances</b>		<b>Essential</b>	<b>Desirable</b>
	Able to use personal computer.	<b>X</b>	

