

1 Advertisement

Post Title: Research Manager

School/department: University of Sussex Business School, Professional Services

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).

Contract: Fixed Term for 1 year

Reference: 8173

Salary: Starting at £34,304 to £40,927 per annum, pro rata if part time

Placed on: 09 May 2022

Closing date: 26 May 2022. Applications must be received by midnight of the closing date.

Expected start date: from 1 June 2022

This vacancy is only open to those currently employed by the University of Sussex

The Research Manager will play a vital role in supporting research activities across the Business School, with a particular focus on the Science Policy Research Unit (SPRU) – the department that currently holds the largest and most complex research grant portfolio in the School.

The role will support a large and diverse portfolio of research projects, including: playing a central role in fulfilling the finance, reporting and organisational requirements for projects; resource planning and managing staffing transitions as various projects ramp up and wind down; liaising closely with principal investigators (PIs), Heads of Department (HoDs), departmental Directors of Research & Knowledge Exchange (DRKEs), and central University divisions such as HR, Finance and Research & Enterprise. The post will also work closely with the School's Research Management Team, Particularly the Senior Research Manager and the Associate Dean (Research), acting as a deputy for the former where appropriate and contributing substantially to the development and implementation of the School's Research Strategy.

An experienced research administrator or manager with a proven track record of grant support, you will have excellent organisational and communication skills, and be both a team player and confident to work on your own initiative, setting priorities and managing your workload with minimal oversight. You will have a solid understanding of research project finance and management in UK research organisations. You will pay meticulous attention to detail and have the ability to advise senior colleagues on policies and procedures related to research administration.

Please contact the Senior Research Manager, Dr Richard Taylor (richard.taylor@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

The University of Sussex Business School was formed in 2009 and comprises five departments: Management, Accounting & Finance, Strategy & Marketing, Economics, and SPRU (Science Policy Research Unit). With its home in the Jubilee Building, a state-of-the-art academic building at the heart of the campus, the Business School is a vibrant, ambitious and dynamic School with a strong research focus.

The School's work draws on management, economics, science, technology and innovation studies, to make an impact on the future of people and institutions the world over. We study the issues that matter, in order to transform our world and your future. The School draws on many of the University's intellectual traditions, including a critical perspective on contemporary business, political, economic and social issues and a belief that major societal challenges need expertise across many academic disciplines.

The School's **vision** is to be a School that collaborates across disciplines to shape global issues in business, management, and society, making an impact on policy, practice, and people.

Its **mission** to achieve this vision is to:

1. carry out high-quality research and develop innovative policy
2. develop current and aspiring leaders who will champion critical and original thinking
3. work internationally with businesses, governments, and others to deliver innovative approaches to management.

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

3. Job Description

Job Title:	Research Manager
Grade:	Grade 7
School/Division:	University of Sussex Business School, Professional Services
Location:	Jubilee Building
Responsible to:	School Senior Research Manager
Direct reports:	Research Projects Administrator (0.6 FTE)
Key contacts:	SPRU Director, School Research Management Team, departmental Directors of Research & Knowledge Exchange (DRKEs), Research Development Officers (RDOs), Research Finance Officers

Role description:

The postholder will provide expert advice to PIs and other colleagues on research grant-related matters in SPRU and the wider Business School, signposting where appropriate and assisting researchers and senior colleagues in the management of research project finances and staffing.

They will ensure compliance with relevant University and School policies pertaining to research administration, ethics and governance. They will manage HR and contractual processes surrounding the recruitment and transfer of staff to new research projects, maintaining oversight of the research project pipeline and its attendant staffing and resource needs.

The postholder will also play a vital role in developing and implementing new strategic initiatives to ensure the School's research portfolio continues to diversify and grow and its research environment and culture continue to thrive. This will involve working strategically with senior school colleagues, including specifically the Director of SPRU, Associate Dean (Research) and Senior Research Manager.

PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality Professional Services, engendering a culture of continuous improvement.
2. Manage the operational outputs of the team, ensuring delivery to a high standard.
3. Ensure compliance with all relevant legislation and University policies, interpreting the same and advising on their practical application.
4. Work in partnership with other key stakeholders to ensure seamless service.
5. Liaise with colleagues to understand specific needs and find ways to address these efficiently and effectively.

KEY RESPONSIBILITIES**1. Team Management and Leadership**

- 1.1 Provide management and leadership to motivate line reports to achieve targets and objectives, delegating according to ability.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team 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 university policy and procedure, undertake day-to-day management of operational matters in respect of the relevant processes and procedures. Plan and implement activities to ensure the achievement of school targets and objectives.
- 2.2 Ensure effective systems and procedures are in place to support the achievement of research-related key performance targets.
- 2.3 Plan and implement improvements to systems and procedures in the area of core responsibility to ensure effective administration.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure.
- 2.5 Provide reports internally and externally as appropriate. Undertake analysis, interpretation and presentation of standard data to inform decisions related to the 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 relevant policies and procedures as required.
- 3.2 Contribute to policy decisions and improvement in the area of expertise.

4. Customers and Stakeholders

- 4.1 Proactively work with internal and external stakeholders, colleagues or students to ensure the effective delivery of services, the exchange information, and the provision of data to inform decisions as necessary, showing appropriate sensitivity when needed.

5. Key Role-Specific Responsibilities

- 5.1 Management of research project staff (primarily research associates and research fellows, including short-term and casual appointments), acting as first point of contact for staffing queries and issues.
- 5.2 Maintenance and oversight of the systems and processes that enable capacity and resource planning (tracking staff FTEs, start/end dates, etc.).
- 5.3 Undertake research staff induction and maintain related materials.
- 5.4 Liaise with the SPRU Director and Heads of Department to manage the contracts of grant-funded research staff.
- 5.5 With the Finance Division, develop costing and pricing methods and contract templates for the delivery of training and other services within SPRU and the School.
- 5.6 With the RDOs and departmental DRKES, identify and promote opportunities for developing research capabilities in new areas.
- 5.7 Develop and implement processes for enhanced internal peer review of research proposals, including the incorporation of reviewer feedback (internal and from funders) and the recycling of and learning from unsuccessful bids.
- 5.8 Work with the Senior Research Manager to provide clear and timely communication of research-related policies and support mechanisms within the School.
- 5.9 Work with the RDOs and PIs to ensure appropriate provision is made for resource and staffing arrangements within bids; and work with departments and the corresponding workload leads to ensure this information is incorporated into staff/department workload data in a timely manner.
- 5.10 Liaise with project managers and administrators across the School to ensure research project operations run smoothly, troubleshooting or escalating matters where appropriate.
- 5.11 Work with the RDOs, DRKES and PIs to monitor the grant pipeline: tracking progress of multi-stage bids; helping to coordinate letters of support and match-funding commitments; and preparing for the launch of successful bids.

- 5.12 Work with HoDs and Engagement colleagues to manage relations (including via MoUs and contracts) around research, engagement and impact activities with actual and potential partners/stakeholders.
- 5.13 Help to identify, assess and manage risks around research and related activities.
- 5.14 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 – currently 1 member of staff
- Responsible for equipment/premises relating to the role.
- Responsible for the achievement of specific sub-targets under the School's Research Strategy.
- The postholder reports to the School's Senior Research Manager. Working under general direction within a clear framework, the postholder will manage their own work (and their direct reports) to achieve their agreed objectives. The postholder will play a key role in supporting leadership teams to achieve the strategic and operational goals of the University, Professional Services, and the Business School. They are 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 vis-à-vis University policy, procedure and guidance in relation to those compliance matters pertaining to students, staff and other relevant parties.
- Balance effectiveness and cost-efficiency in the management of any 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 role.
2. A detailed practical knowledge and understanding of specialist area.
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 the audience.
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 in the area of expertise, effectively contribute to team working to build and develop 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. Experience using functional databases.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Excellent understanding of research and knowledge exchange funding.
2. Knowledge of the research policy environment in the UK and internationally.
3. Knowledge of research assessment, reporting, governance and compliance.
4. Experience with finance/budget management and reporting, including and a solid understanding of research costing and pricing practices and principles (TRAC and FEC).
5. Experience developing and/or reviewing research project proposals.
6. Experience drafting or reviewing research and related contracts (e.g. tenders, consultancy, collaboration agreements, provision of other services).
7. Experience developing new systems or processes.
8. Proactive and independent yet highly collaborative.
9. Flexible, adaptable and responsive to change.
10. Ability to perform under pressure and work to tight deadlines.

DESIRABLE CRITERIA

1. Knowledge of HR processes, policies and practices within an HEI context.