

DUTIES OF THE DIRECTOR OF RESEARCH AND KNOWLEDGE EXCHANGE

The Director of Research and Knowledge Exchange will report to the Head of School and be part of the School's senior management team.

The duties of the Director will be combined with those of an academic member of faculty and could also be combined with those of another Director or Head of Department in the School.

The Head of School will be responsible for academic members of the School. However, the Head of School may delegate some line management activities to the Director although the Head of School will retain accountability to the University for their management and development.

The Director will work closely and collaboratively with Heads of Department (where applicable), fellow Directors from within and across Schools, the Pro-Vice-Chancellor (Research) and Research and Enterprise and other Professional Services colleagues, in the management of research and knowledge exchange in support of the University's strategic aims.

The specific purpose of the role of Director of Research and Knowledge Exchange will be to assist the Head of School in ensuring that the University's and School's strategic and operational plans for research and knowledge exchange are achieved, to include meeting the growth agenda and attaining successful outcomes to external assessments. S/he will provide leadership in developing capacity, capability and new initiatives as well as policy on research and knowledge exchange activity. S/he will provide an expert overview of the School's full research portfolio in order to advise the Head of School and the Pro-Vice-Chancellor (Research) and other senior colleagues, and to lead the effective external presentation of the research portfolio, including to potential collaborators, beneficiaries, and funders.

The key duties of the Director will be to assist the Head of School in following areas:

- 1. Research and knowledge exchange strategy:** (i) Set defined aims for the School for research quality and impact and ensure that these are met; (ii) develop and oversee the implementation and monitoring of the research and knowledge exchange strategy within the School in support of the University's growth agenda for research and knowledge exchange; (iii) contribute to strategic decision-making related to the School's involvement in external research and knowledge exchange assessment processes to maximise outcomes.
- 2. Research quality and performance:** (i) Maximise research quality, including the operation of relevant processes such as internal pre- and post- submission review of proposals, liaising with Heads of Department (where appropriate); (ii) manage the School's performance against its research and knowledge exchange targets, and support the Head of School in managing the research performance of individual colleagues; (iii) act as an expert advisor to the Head of School on the School's research portfolio and any matters arising related to quality or performance, and utilise the data on performance and quality in liaison with the relevant Professional Services.
- 3. Research impact:** Lead on the building and nurturing of working practices, collaborations, capacity and individual projects to produce a level of impact from the School's research commensurate with its overall ambitions.

4. **Research policy, integrity, and ethics:** Develop a strong familiarity with all University policies relating to research and research-related activities and, drawing on advice and support from relevant areas of the Professional Services, ensure that these are understood and implemented. Promote good practice and good conduct in all research activities, and as a minimum ensure the School complies with University policies and procedures in relation to research conduct, ethics and integrity.
5. **Research staff support and training:** Identify, disseminate and provide good practice, assistance, and training in research practice and line management for all, and particularly early career, staff, in accordance with University policy.
6. **External representation and engagement:** (i) Co-ordinate the School's identification of, and engagement with, potential external partners as funders, translators, collaborators, or beneficiaries of the School's research and its impact. These may include Research Councils, the EU, major corporations, NGOs, cultural organisations or government departments, as appropriate for the School; (ii) lead the external promotion of the School's research profile through relevant channels including press and media, in liaison with the Communications Division.
7. **Effective use of resources for research and impact:** Ensure that the School effectively exploits all institutionally available resources to develop research and to support impact, and works effectively across and with School and University provision. Ensure the School engages effectively with internal funding initiatives and actively develops internal collaborations with faculty from other Schools where this has the potential to provide mutual benefit.
8. **School Management Team:** Contribute as a key individual to the School's management team in its planning, implementation, monitoring and review of strategic and operational plans, liaising with other colleagues as appropriate, and taking the lead for research and knowledge exchange.
9. **School and University Committees and working groups:** Chair the School Research Committee and participate in and/or chair formal School and University Committees as required by the Head of School or Pro-Vice-Chancellor (Research), contributing expertise in relation to research and knowledge exchange to the wider university.
10. The duties of the Director may be developed and/or revised by the Head of School in conjunction with the Pro-Vice-Chancellor (Research) and with advice from Human Resources.

Period of Appointment:

The normal expectation will be for a Director to undertake the duties for three years, with the possibility of an extension for up to a further three years. The Head of School will appraise the Director annually, discuss performance with the Pro-Vice-Chancellor (Research) and if appropriate confirm continuation in the role on an annual basis.

Time Allocation:

The Head of School will reasonably determine the nominal workload for the Directors in his/her School.

Process of Appointment:

The Head of School will discuss a forthcoming vacancy for the Directorship with the Pro-Vice-Chancellor (Research) and subsequently invite expressions of interest to undertake the duties of the Director from senior academic members of the School which, for the Director of Research and Knowledge Exchange, will be normally be at Reader level or above. The Head of School, in consultation with the School's senior management team, will consider such expressions of interest.

Thereafter, a recommendation will be made to the Pro-Vice-Chancellor (Research) who, following consultation with the Pro-Vice-Chancellor responsible for line management of the relevant Head of School (if different) and satisfying him/herself that the right appointment will be made in the best interests of the University and that a fair and robust process for the selection has been followed, will confirm that the appointment may be made. Human Resources will confirm the appointment in writing.

Criteria for assessing candidates for the Directorship

- a. Experience of and commitment to academic leadership and management.
- b. Academic credibility with a track record of active, high quality research and of leading research projects.
- c. Proven ability to secure research and/or knowledge exchange income.
- d. Demonstrable experience in supporting the capture and recording of impact from research projects.
- e. Experience of successful research student supervision.
- f. Ability to innovate in relation to the development of the School's research and knowledge exchange strategies.
- g. Sound awareness of the changing expectations of key external agencies, e.g. the research councils and government.
- h. Understanding of current issues in Higher Education.
- i. Excellent inter-personal and communications skills.
- j. Team player with a co-operative approach to colleagues.
- k. Adaptable to change.
- l. Resilient under pressure.

Remuneration:

Undertaking the duties of the Director will be remunerated by an allowance of £2,000 per annum.

HR/Final/July 2014