

# JOB DESCRIPTION / RESEARCH & INNOVATION MANAGER

## Academic Divisions/ Divisional Operations: Research & Innovation

The University of Kent is a leading UK institution with an excellent reputation for outstanding teaching, strong research and international links. The University is continuing to look to the future whilst responding to sector-wide challenges. Kent has set out a vision and strategy that builds upon strong foundations in education, student experience and research, embracing flexibility and growth to ensure a sustainable future for our community.

We strive towards furthering our existing reputation and ambition to be a leading civic university; delivering an outstanding student experience, teaching outcomes, and world-leading research and innovation.

**Reference:** KBS-074-22-R-R

**Salary:**

Grade 7

**Contract:**

Ongoing

Full time

**Location:**

Canterbury campus; with requirement to work across campuses

**Responsible to:**

Research & Business Development Manager

**Responsible for:**

Activities: research & innovation income, REF prep & submissions, research culture, overheads policy, research centres, KEF, KPIs, pre & post award operations

**Job family:**

Administration, Professional & Managerial

### Job purpose

The Research & Innovation Manager will provide direction and support to the Division's academic community to help determine and deliver its Research & Innovation strategy and income targets. Working closely with the divisional Associate Dean of Research & Innovation and the Research & Business Development Manager, they are responsible for growing research and enterprise income and fostering the development of high-quality outputs. They will work with the academic community to influence and drive REF and any future KEF exercise preparation and submission, determine appropriate overheads policies, monitor and contribute to the achievement of the Division's research and innovation KPI's, study leave outcomes and oversee all pre- and post-award administration for research and innovation awards.

The role holder will work closely with Research & Innovation Services (RIS), in particular the Funding and Partnership Development Manager and the Grants and Contracts Manager. Linking to the work of the Graduate & Researcher College in particular, the Research & Innovation Manager will support the development of early career researchers within the academic community.

## Key accountabilities

The following are the main accountabilities for the job. Other duties, commensurate with the grading of the job, may also be assigned from time to time.

1. Provide professional service leadership and governance of research and innovation activities, ensuring these are managed appropriately and delivered effectively in line with agreed targets.
2. Provide management input into the development of Divisional strategies related to research and innovation, ethics and REF, so that the role holder's operational and informed perspective is integrated into agreed plans.
3. Manage Divisional level research processes and procedures (e.g. Individual Research Plan meetings, ethics procedures) to ensure they facilitate the delivery of the Divisional Research Strategies and lead to income generation and world leading research opportunities.
4. Monitor the implementation of strategies and manage the administrative and operational aspects, so that plans are delivered and outcomes achieved. Provide management reports as and when required.
5. Provide significant and expert advice to academic staff by identifying funding opportunities and supporting the submission of research and innovation funding proposals through the provision of grant writing support and managing the submission process.
6. In partnership with the Division's Associate Dean of Research & Innovation, central Research & Innovation Services and the Graduate Researcher College, co-develop and co-deliver research development workshops which seek to drive excellence and disseminate good practice to the research community as well as continually develop the Division's research environment.
7. Manage the administrative aspects of the Division's ongoing work towards the REF, including assisting with the development of impact case studies and environment statements, and any future KEF submissions liaising with Research & Innovation Services, external Stakeholders and Unit of Assessment Coordinators.
8. Ensure that the divisional Research & Innovation team is providing focused pre- and post-grant award support with the aim of improving the success rate of applications and maximising outputs in line with divisional targets.
9. Lead, motivate and develop relevant staff, providing clear objectives and managing performance against these, to ensure that staff are appropriately motivated and trained to carry out their responsibilities to the required standards in terms of service expectations.

## Key challenges and decisions

1. Managing a complex workload with competing demands and deadlines. The role holder will agree objectives and overall priorities with the academic Director/s but is expected to manage unexpected/unplanned work within overall timeframes.
2. The role holder will need to help the Division improve grant volumes and success rates and manage outputs in an extremely challenging economic environment.
3. Drawing upon specialised professional knowledgebase to influence academic colleagues in order to safeguard the delivery of individual, subject-level and divisional funding plans and stimulate engagement with large-scale collaborative bid consortia.

## Facts & figures

This role will directly support members of the Research & innovation team who are busily engaged in trying to deliver the University's target to double its research income by 2020. The role will support the submission of over x research applications each year, with a potential value to the University of over £x amount. These numbers will need to grow by x% year-on-year to enable the University to deliver its goal.

## Internal & external relationships

**Internal:** Students, academics and professional services staff within the Division; as well as staff in other Divisions and central professional services departments.

**External:** Representatives of funding bodies (including the Research Councils, the European Commission, Government departments, charities and industry), other stakeholders from external bodies including professional accreditation bodies relevant to the Division.

The role holder is expected to demonstrate a commitment to equality, diversity and inclusion; promoting collaboration and positive partnerships, working harmoniously with colleagues, students and other stakeholders of all cultures and backgrounds.

## Health, safety & wellbeing considerations

This job involves undertaking duties which include the following health, safety and wellbeing considerations:

- Regular use of Screen Display Equipment
- Conflict resolution
- Pressure to meet important deadlines such as might be inherent in high profile projects
- There may be a requirement to work evenings and weekends
- Ability to travel in a timely and efficient manner regularly between campuses

## Person specification

The person specification details the necessary skills, qualifications, experience or other attributes needed to carry out the job. Applications will be measured against the criteria published below.

Selection panels will be looking for clear evidence and examples in an application, or cover letter (where applicable), which back-up any assertions made in relation to each criterion.

The Research & Innovation Manager will be a highly skilled and knowledgeable professional service manager, with a track record in designing and delivering successful research and innovation plans (ideally within higher education). You'll be committed to high performance and continuous improvement, with the ability to foster effective partnerships.

You'll be able to demonstrate the following skills, experience, abilities and personal interests:

Essential	Assessed via
<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> </ul>	A
<ul style="list-style-type: none"> <li>Knowledge of Research and Innovation activity within a University and an understanding of the need for Universities to diversity their activity and income streams.</li> </ul>	A,I
<ul style="list-style-type: none"> <li>A proven track record of income generation, increasing revenue from existing clients and establishing new partnerships</li> </ul>	A,I
<ul style="list-style-type: none"> <li>Experience of supporting and establishing collaborative partnerships between both academic and business sectors</li> </ul>	A,I
<ul style="list-style-type: none"> <li>Excellent and effective negotiation, influencing and communication skills, particularly the ability to persuade and inspire colleagues to work collaboratively to ensure strategic priorities are met, and the ability to produce clear and concise written materials</li> </ul>	A,I,T
<ul style="list-style-type: none"> <li>Effective communication skills, both written and verbal, report writing skills, experience of delivering presentations and communicating with staff at all levels and in all forms</li> </ul>	A,I
<ul style="list-style-type: none"> <li>High level of analytical skills, with the ability to communicate on, and work within, complex strategic and policy concepts</li> </ul>	A,I
<ul style="list-style-type: none"> <li>Highly motivated with a 'can do' attitude initiative and resourcefulness</li> </ul>	A,I
<ul style="list-style-type: none"> <li>Experience of successfully managing staff, with well-developed team management skills and a clear passion for developing motivated staff and strong teams</li> </ul>	A,I,T
<ul style="list-style-type: none"> <li>Firm commitment to achieving the University's vision and values, with a passion for a transformative student experience and multidisciplinary, impactful research</li> </ul>	I
<ul style="list-style-type: none"> <li>Commitment to deliver and promote equality, diversity and inclusivity in the day to day work of the role</li> </ul>	I
Desirable	Assessed via
<ul style="list-style-type: none"> <li>Experience of developing and maintaining a network of contacts within own organisation and wider</li> </ul>	A,I
<ul style="list-style-type: none"> <li>Cognisant of the challenges and strategic issues facing higher education</li> </ul>	I

\* A - Application; I - Interview; T - Test/presentation at interview stage