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| Last updated: | 4 July 2023 |

**JOB DESCRIPTION**

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| Post title: | **Senior Research Development Manager** |
| School/Department: | Faculty Operating Service |
| Faculty: | Faculty of Arts and Humanities  |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| \*ERE category: | n/a |
| Posts responsible to: | Associate Director of Faculty Operations |
| Posts responsible for: | **N/A**  |
| Post base: | Office based, Avenue Campus, Southampton and WSA Campus Winchester. |

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| Job purpose |
| * Manage and coordinate the provision of specialist and professional services to support the development and submission of research bids aligned with the Faculty’s research priorities

Provide leadership and strategic direction for Faculty level research administration support for both pre- and post-award activities including interaction with internal stakeholders and external organisations.* Build relationships and promote a culture where academic staff are supported to successfully access external research funding and to become better positioned to influence future calls and priorities.

Support the management the coordination of external assessment exercises |

| Key accountabilities/primary responsibilities | % Time |
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|  | **Pre Award Support*** Project manage the development and submission of strategic bids, working in close partnership with academic leads within the Faculty and University to provide support and manage the preparation and submission process for major project proposals that have been identified as of high strategic importance to the Faculty, working with PS colleagues as required. Feed intelligence from funders into the development of proposals.
* Provide information to support bid decision making, including provision of information on the research area targeted, bid stages and requirements, value to the Faculty and University, appraisal method of funder, capacity to perform, timescale and co-finance.
* Support academics to manage activities to deliver strong and high-quality bids within timescales, support academics to manage activities to deliver strong and high-quality bids within timescales, providing professional support to the academic champion and bidding team. Activities will include:
	+ Planning and tracking activities in detail
	+ Liaising with project partners to develop collaborative links and letters of support
	+ Liaising with Finance Research Hub to expedite costings and prepare Justification for Resources documentation.
	+ Providing assistance to PIs in writing ‘generic’ aspects of proposals, and/or by undertaking rapid literature reviews and/or data analyses to help evidence key arguments.
	+ Co-ordinating iterations and review of bid document
	+ Ensuring the bid meets the assessment criteria
	+ Arranging final sign-off by Faculty
* Manage the flow of information between bid partners to support the development of bids and proposals.
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|  | **Post Award Support*** Manage the implementation of the strategic and operational requirements of research projects including planning and scheduling of timelines, monitoring progress, developing risk and issues registers, managing quality assurance and coordination of staff to achieve project outputs.
* Lead the planning and coordination of the funded research administration support, working with the Associate Dean Research and relevant PIs, as well as SIAH and academic and industrial partners.
* Manage, monitor and advise colleagues and stakeholders on budgets and financial processes for projects, taking into account relevant conditions and University regulations
* Provide expert advice on resource planning and to ensure that the budget and resources across all projects are effectively and appropriately managed
* Support partners in identifying and developing their exploitable knowledge to transfer technology to the commercial sector, ensuring impact is achieved, articulated and promoted
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|  | **Strategic and Operational Requirements*** Manage and coordinate research initiatives and national benchmarking, working in collaboration with the Associate Dean (Research)and other senior colleagues in the Faculty
* Monitor and keep up to date on new policy developments and funding programmes, cascading information via appropriate governance and internal networks.
* Carry out detailed assessment and analysis of issues, trends and challenges that support the achievement of Faculty/University research strategy and operations, using specialist knowledge to identify and recommend appropriate solutions, drafting reports and deliver briefings and presentations, as required.
* Be the administrative lead for the Faculty on University wide projects relating to research activities, support the implementation of relevant tools to support research (worktribe) attending internal and external meetings as appropriate
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|  | **Relationships, Reporting and Stakeholder management*** Build and maintain effective and collaborative working relationships across the FAH academic community, with professional services colleagues (RIS in particular) and with relevant research funders, working closely with the Associate Dean (Research) and SIAH
* Build relationships with key research leaders within the Faculty and support the next generation of researchers to understand strengths and priority areas.
* Facilitate engagement and networking of researchers across disciplines for inter-/multi-disciplinary research and work with potential partners to support discussions that will lead to the submission of successful collaborative bids, ensuring alignment with Faculty/University/ SIAH strategy and funder’ priorities
* Monitor and report on progress of projects to all stakeholders including any problems/solutions, implementing and managing changes and interventions to achieve project outputs.
* Produce management information, reports, briefings and presentations as required to inform and update relevant stakeholders
* Provide reports for external partners, including funders, and Industrial collaborators; develop and manage an electronic database of project information and outputs and manage the co-ordination of research output and reports
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|  | **Line Management and collaborative working*** Provide leadership and management of FAH’s research and enterprise team, taking responsibility for staff recruitment, induction, motivation, performance management, development and annual appraisal to ensure individual contributions are maximised and to encourage staff inclusion and engagement.
* Lead, develop and implement innovative systems and processes to enhance the sustainability of Faculty resources to accommodate growth and increase cost recovery
* Work actively and collaboratively with colleagues from other Professional Services to deliver a cohesive, integrated and complementary support service, taking opportunities to improve communications, deliver joined-up solutions and influence strategic decision-making.
* Manage own and team’s workload to support the achievement of annual objectives in line with Faculty and University strategy.
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|  | **Other*** Support Health & Safety, Diversity and ‘Southampton Behaviours’ by promoting key messages and adhering to University / Faculty policy and guidelines
* Contribute to projects or priorities as agreed with the ADoFO, to support planning activities for the wider Faculty Operating Service and take an active part in Faculty/University Committees and working groups, as appropriate
* Any other duties as allocated by the line manager following consultation with the post holder
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| Internal and external relationships |
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| * Associate Dean Research, PIs and senior Academic colleagues, FLT
* Faculty and Central Administration, Faculty Finance, FOS
* RIS and the Worktribe support team
* External funding bodies and partners
* Colleagues across other Faculties, where appropriate, relating to projects being supported
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| Special Requirements |
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| * A willingness to travel within the UK (occasionally internationally) to attend events.
* Flexible hours of work may be required as well as core hours.
* Excellent communication and interpersonal skills are essential, as is the use and maintenance of confidentiality at all times.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree.Proven project management skills to include:* knowledge of both theoretical and practical aspects of project management
* Knowledge of project management techniques and tools
* Direct work experience in project management capacity.
 | Membership of relevant professional body.PRINCE2 or similar project management qualification.Proficiency in project management software and Proven experience in the following areas:* strategic planning
* risk management
* change management.

Experience and specialist knowledge of the use of RCUK research output system, researchfish and managing programme wide research output.Knowledge of the HE sector. | Application/ Interview |
| Planning and organising | * Proven organisational ability and ability to work to strict deadlines and manage multiple project themes at one time.
* Ability to plan and organise individual and/or team activity with an appreciation of longer term issues, ensuring plans complement and feed into broader operational plans.
 |  | Application/ Interview |
| Problem solving and initiative | * Proven ability to quickly assimilate new and complex information in a rapidly changing research environment and make well informed judgements using specialist knowledge to analyse complex problems and recommend solutions/plans of action.
* Shows initiative and demonstrates a ‘can-do’ approach; anticipates and deals with problems.
* Strong ‘critical thinking’ and analytical skills.
 |  | Application/ Interview |
| Management and teamwork | * Proven experience of working pro-actively, managing project delivery reporting and in partnership with colleagues (internally and externally) to achieve outcomes, with the ability to manage conflicting stakeholder interests effectively.
* Strong leadership abilities and a track record developing effective working relationships with people at many different levels.
 | Experience of Matrix Management environments. | Application/ Interview |
| Communicating and influencing | * High level of written and verbal communication skills including the ability to present complex information in a concise and user-friendly way.
* Able to persuade and influence in order to foster and maintain relationships.
* Able to resolve tensions and difficulties as they arise.
 | Previous experience in running and updating websites, using social online media for dissemination and composing annual reports and newsletters. | Application/ Interview |
| Other skills and behaviours | * Attention to detail within reports, articles and management information.
* Proven track record of high quality customer service delivery and planning.
* Experience of managing a budget and financial planning,
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| Special requirements | * Flexible, proactive and innovative and willing to take on new roles and responsibilities.
* Commitment to professional development and the maintenance of technical knowledge and expertise.
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**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| [ ]  Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [ ]  No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |