

Job Description and Person Specification

Last updated: 05/02/2024

Job Evaluation: 17/12/2018

JOB DESCRIPTION

Post title:	Research & Enterprise Manager		
Department:	Faculty Central		
Faculty:	FEPS		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	4
Posts responsible to:	Associate Director of Faculty Operations or Snr Research Manager		
Posts responsible for:	L3 and L2B staff (TBC – Faculty Specific)		
Post base:	Office based, University of Southampton campus		

Job purpose		
<p>Responsible for:</p> <ul style="list-style-type: none"> Management of administration for research and enterprise, working with the relevant Associate Dean/s and Senior Research Manager, providing administration leadership for research and enterprise activities across the Faculty and support for the implementation of the Faculty's Research and Enterprise Strategies Provision of specialist/professional advice to support management decisions and provide support services in relation to the Faculty's central research and enterprise functions, including preparation for REF and the administration in relation to impact case studies. 		
Key accountabilities/primary responsibilities		% Time
1.	<p>Research and Enterprise Administration Management</p> <ul style="list-style-type: none"> Manage and monitor processes related to research and enterprise compliance in the Faculty, including oversight for ongoing activities related to REF and KEF, working with the appropriate Associate Dean and other senior colleagues in the Faculty and relevant professional services (in particular RIS) Provide the lead administrative focus in the preparation for and coordination of the Faculty's activities for research and enterprise, (including, but not limited to, public and policy engagement and evaluation, impact curation and development, knowledge exchange, outreach activities). Continually review procedures and processes to ensure they are fit for purpose and maximise efficiency, delivering innovative solutions where appropriate. Provide support for KTPs within the Faculty (where relevant), delivering value added and specialised administration to support the KTP portfolio, working with colleagues across professional services 	30
2.	<p>Impact Administration Management</p> <ul style="list-style-type: none"> Work with colleagues to advise PIs, Faculty and UoA Leads, on the expectations for research impact, including on the collection of evidence of impact, advising PIs on applications for research and articulation in Impact Case studies for specialist and non-academic audiences. Analyse researchers' engagement with research impact, and identify any disincentives, potential incentives and mechanisms to enhance such engagement. Working with Senior Research Manager, manage preparations for the next REF exercise involving impact, including shortlisting potential Impact Case Studies, editing Impact Case Studies, allocating funding, guiding evidence collection and overseeing exercises to check eligibility. Maintain tracking systems and produce reports on research impact activity for relevant UoAs, and for institution-wide reporting as appropriate, working closely with RIS. Ensure the smooth and timely development and submission of Impact Case Studies for REF across the Faculty, including through the further development of systems and processes to increase efficiencies, reduce the burden on academics and maximise the quality of the Faculty submissions 	25

3.	<p>Data Management</p> <ul style="list-style-type: none"> • Ensure the establishment of a comprehensive management information resource, maintaining a repository for key research and management data, including recording impact and esteem measures for national evaluation exercises • Manage the dissemination and documentation of research impact ensuring that audit trails are maintained, accessible, and requirements for future use are considered • Liaise with other Professional Service (PS) within the University to ensure that research and enterprise data are accurate and correctly deposited in institutional databases, including best practice in research data management, recording impact and esteem measures for national evaluation exercises. • Oversee and manage office service standards, including the safe custody and maintenance of all relevant electronic and paper datasets, files and records. 	15
4.	<p>Communications & Reporting</p> <ul style="list-style-type: none"> • Provide specialist advice and guidance to senior management in line with the Faculty and University strategy, using the full range of existing University management information and administrative processes • Apply robust analytical skills and knowledge of the University and wider sector's structure and governance to carry out background research and complex analysis, producing reports, management information, recommendations, briefing papers, presentations and documentation to inform decision making by senior management, following up with action plans where appropriate • Provide effective liaison with staff from across the academic community and PS both within and externally to the Faculty in relation to research and enterprise • Attend internal and external meetings to ensure that issues relating to the Faculty research and enterprise strategies are appropriately represented and reported, feeding back and taking accurate notes if required • Represent the Faculty as administrative lead on University wide projects relating to research and enterprise activities 	15
5.	<p>Leadership and Project Management</p> <ul style="list-style-type: none"> • Manage staff as required, including setting objectives and targets, ensuring standards and quality of outputs, carrying out appraisals, supporting professional development • Lead on strategic research and enterprise administration focussed projects, including background analysis and research, assessment of issues and risk mitigation, proposing solutions, presenting findings and recommendations to facilitate informed decision-making. • Oversee development and management of initiatives relating to early research and enterprise in the Faculty working with the Associate Dean • Manage associated (including operational) projects and/or undertake any other tasks. 	10
6.	<p>Other</p> <ul style="list-style-type: none"> • Support the Faculty Health & Safety, and Diversity agendas by promoting key messages and adherence to University/Faculty policy. • Support and promote the University's 'Southampton Behaviours' and student experience initiatives and work with colleagues to embed them as a way of working within the Faculty. • Any other duties as allocated by the line manager following consultation with the post holder 	5
Internal and external relationships		
<p>Internal:</p> <ul style="list-style-type: none"> • Associate Dean/s Research and Enterprise, all staff associated with the research and enterprise activity and initiatives across the Faculty • Faculty Office and School administration staff to share best practice and collaborate on the development and implementation of processes and systems • Heads of School, School Management Teams, Faculty Board and other senior staff to ensure efficient discharge of all duties and good governance, including preparation of briefing materials • Professional Service staff, in particular colleagues in RIS, to facilitate the tasks and functions specified for the position, and with the general purpose of ensuring quality and effectiveness of the Faculty. <p>External:</p> <ul style="list-style-type: none"> • Liaise with external authorities, stakeholders and others to administer and deliver the responsibilities and reporting requirements and to communicate processes, procedures and outcomes as required. 		
Special Requirements		
<ul style="list-style-type: none"> • Travel to events may be required • The maintenance of confidentiality in information and data management 		

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge & experience	<ul style="list-style-type: none"> • First degree or equivalent relevant work experience at a high level in a complex environment. • Substantial relevant experience in similar work at a high level in a complex environment, particularly in project management. • Knowledge of HE structures, processes and regulations including REF. • Line management experience including dealing with performance management issues 	PRINCE2 qualification or equivalent relevant project management experience.	Application/ Interview
Planning & organising	<ul style="list-style-type: none"> • Experience of independently organising activities, planning work, setting objectives and implementing regular reviews to evaluate progress. • Experience in efficiently planning, supporting and executing projects in line with strategic and management plans • Ability to efficiently and systematically organise and store office data and use management information and records appropriately • Ability to multi-task and prioritise a conflicting workload. • Ability to track devolved work and maintain schedules, secure outcomes and manage events and meetings. • Ability to demonstrate excellent attention to detail and record keeping skills 		Application/ Interview
Problem solving & initiative	<ul style="list-style-type: none"> • Ability to provide constructive advice, analyse and interpret complex and/or specialist issues and translate these into efficient management measures and actions with respect to the relevant tasks. • Ability to use own initiative and suggest innovative, practical and effective solutions, acting on behalf of the Dean and members of the Faculty Executive group. 		Application/ Interview
Management & teamwork	<ul style="list-style-type: none"> • Proven experience managing staff, objective setting, motivating staff and providing quality feedback, and developing teams to reach their potential • Ability to proactively and collaboratively work with other individuals and teams, including external bodies and post holders to achieve outcomes. • Excellent time management, working with conflicting deadlines to manage priorities and workload across a team, ability to work independently on specialised projects. • Evidence of ability to supervise and oversee requests to ensure completion of deliverables in a timely way. 		Application/ Interview
Communicating & influencing	<ul style="list-style-type: none"> • Ability to communicate effectively and appropriately at all times to influence successful delivery of planned objectives. • Ability to clearly and effectively communicate requirements, processes, recommendations and findings verbally and in writing • Ability to show adequate preparation so that presentations are focussed, accurate and meet objectives • Evidence of ability to manage secretariat for senior/high level meetings • Ability to interface with relevant professional service departments in the University, colleagues within the Faculty, external stakeholders, customers and beneficiaries. • Ability to develop good relationships and networking skills. • Evidence of excellent interpersonal skills. 		Application/ Interview

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.

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			