

It is important to note that this job description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Job Description for the post of:

**Director of the Research Office
EHM0114-0621**

Reporting to: Vice-Chancellor

Accountable to: Pro Vice-Chancellor (Research)

The Post

The post-holder will, under the supervision of PVC Research, have principal responsibility for championing and co-ordinating implementation of the University's research strategy and all activity relating to developing and supporting research across the University. The Director of the Research Office will lead and develop a professional support service, liaising closely with academic departments and other professional support functions of the University.

Duties and Responsibilities

Corporate Responsibilities

The postholder will:

1. Contribute to the fulfilment of the University's Mission Statement and Strategic Plan by implementing agreed University policy
2. Participate in and accept responsibility for the management and development of the University
3. Participate in the University's decision-making processes
4. Encourage, promote and actively engage in the generation of income including the provision of research and consultancy
5. Promote and implement the University's equal opportunities policies.

Specific Duties and Responsibilities

The postholder's duties will include responsibility for the following:

1. Play a key role in the development, championing and co-ordinating implementation of the University's research strategy and all activity relating to developing and supporting research across the University, including membership of the Research Strategy Group.
2. Operational management of the Research Office including budget, resources, communications, Health & Safety, etc, in order for the University to meet its strategic aims and manage its business effectively
3. Collaborative pro-active engagement with academic colleagues, at all levels of the University, to encourage, influence and support their participation in research activity to support the REF, the activity of interdisciplinary research institutes (IRIs) and any other activity which contributes to the University's research strategy.
4. Taking a lead in developing the strategic approach to the University's REF return including and be responsible for its successful delivery:
 - a. Supporting staff in preparation for the REF and any future assessment exercise
 - b. Attending Research England briefings on the developing REF and any subsequent discussion of the REF and keeping abreast of UKRI policy in this area
 - c. Providing an analysis of the results for senior managers and departmental heads.
 - d. Being responsible for the development and implementation of the University's REF Code of Practice, including the assessment of individual circumstances.
5. Leadership and management of Research Office activities in supporting academic staff across the University including external bid support
6. Strategic responsibility for overseeing the management of the governance infrastructure in relation to research and knowledge exchange, including research ethics and integrity, and compliance with open research and research data management requirements
7. Responsible for the provision of staff development in relation to research capacity building activities to be informed by sector best practice through engagement with Vitae and Advance HE.
8. Responsible for the provision of management information with strategic analysis with respect to research and KE activities for senior managers
9. Responsibility for managing the Research Investment Fund
10. Ensure the provision of an effective research grants and contracts service to the

academic community which enhances research income to the University and meets all internal and external reporting requirements.

11. Deputise for the PVC Research, as required, in matters related to the development and implementation of the University research strategy and related policies and procedures.
12. Member of the Research Committee, the University Research Ethics Committee, Academic Board and the Research Strategy Group, chair of the Graduate School Board of Studies.

Other Duties

1. Make a positive contribution to the strategic development of the Research Office
2. Represent the Research Office, as appropriate, at all relevant University Committees and forums.
3. Undertake any other duties as required by the PVC (Research) that may emerge as the work for the Research Office develops.

In addition to the above all Edge Hill University staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons
- c) Undertake appropriate learning and development activities as required
- d) Participate in Edge Hill's Performance Review and Development Scheme
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner
- f) Demonstrate excellent Customer Care in dealing with all customers

Salary: Management Grade M10 – M15
£66,888 - £75,108 per annum

Hours: Full Time

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

PERSON SPECIFICATION

Director of the Research Office
EHM0114-0621

CRITERIA:

Applicants should provide evidence of their ability to meet the following criteria:

		Essential	Desirable	*Method of assessment (I/A/S/T/P)
Qualifications, Knowledge and Experience				
1	Excellent undergraduate and postgraduate degree or equivalent professional qualification in an appropriate discipline	*		A
2	Demonstrated ability to support others to generate external funding	*		A
3	Demonstrated ability to provide strategic academic leadership in teaching and research/knowledge transfer/enterprise	*		I/S
4	Engagement in academic and professional networks through active membership of associations, societies and professional bodies etc., preferably at an executive level	*		A
5	Demonstrated ability to successfully lead change in a complex environment	*		I/S
6	Evidence of high levels of understanding of impact agendas and their relevance to the applicant's work	*		I/S
7	Demonstrated ability to manage a research excellence framework submission	*		A
Skills, Abilities and Competencies				
8	High level leadership and motivational skills	*		S/I
9	Excellent resource management and strategic planning skills	*		S/I
10	Ability to significantly contribute to the assurance of quality and standards	*		A/S
11	Significant experience of team leadership in a complex environment	*		I
Personal and Professional Development				
12	Ability to reflect on own skills and knowledge, and to seek opportunities for professional and personal development	*		I

Personal Qualities				
13	Adaptable with the ability to operate flexibly in a structured yet complex, changing and challenging environment	*		I
14	Self-motivated and proactive approach to identifying new opportunities and developing realistic yet creative and innovative solutions	*		I/S

***Method of Assessment**

(I-Interview, A-Application, S-Supporting Statement, T-Test, P-Presentation)

Please note that applications will be assessed against the Person Specification using this criteria.