

Job Description

Job title:	Research Development Manager
Department/School:	Research & Innovation Services (RIS)
Grade:	8
Location:	University of Bath Campus

Job purpose
<p>The purpose of this role is to facilitate new research opportunities for the University of Bath, leading to the submission of grant applications which would not have been realised without your input. This will necessitate an in-depth knowledge of relevant funders, such as: UK Research & Innovation (particularly the Research Councils), Learned Societies, charitable organisations, and the European Commission. The role-holder will grow the quality and ambition of funding applications and embed good practice in research grant development throughout the University.</p> <p>Target: At least £1m of new research awards <i>per annum</i></p>

Source and nature of management provided
Head of Research Grant Development

Staff management responsibility
There is no formal or direct line-management requirement for this role. The post-holder may be required to lead matrix teams from time-to-time.

Special conditions
There will be the requirement for regular UK travel.

Main duties and responsibilities	
1	<p>Leadership and Management</p> <ul style="list-style-type: none"> To be proactive in driving the expansion of the University's external research funding portfolio; To work with Associate Deans Research, Heads of Department and Directors of Research to direct research funding priorities; Develop productive working relationships with academic and professional service colleagues at all levels. To deliver key performance indicators for research awards and take responsibility for measuring performance; Whilst we value robust performance indicators, we place equal focus on team working, leadership and effective behaviours.
2	<p>Proposal Development</p> <ul style="list-style-type: none"> Maintaining an in-depth knowledge of funders and funding opportunities relevant to the role; Facilitation of diverse groups of academics and potential collaborators in order to generate ideas and future research collaborations; Based on knowledge and expertise of the funder requirements, drafting non-technical sections of applications as part of a bidding team; Confidently critique, feedback to and facilitate discussion with academics and collaborators regarding technical and non-technical sections of funding applications.

	<ul style="list-style-type: none"> • Attending meetings with academic teams in order to support the development of multi-party proposals and ensure Bath's interests are maintained; ensuring that funder rules and needs are met; • Supporting internal peer review and demand management processes; • Post submission - assist academics to effectively respond to reviewers comments, facilitate mock interviews. • To work to provide an integrated service offer across the teams within RIS. • Planning and running information events, workshops, sandpits and other events to develop best practice in grant capture across the University.
3	<i>Strategic Planning</i> <ul style="list-style-type: none"> • Developing plans to support academics with changes in the research funding landscape; • Undertaking sector analysis to identify new collaborators and funder needs/demands. • Developing and maintaining an in-depth knowledge of Bath's research base and the opportunities this presents; including thinking creatively about how academics and groups of academics can best match funder expectations.
4	<i>Develop working relationships external to the University</i> <ul style="list-style-type: none"> • Develop and maintain relationships with key funders in order to keep up to date on funder news and opportunities; participate in events arranged by funders; organise visits from funders to Bath; establishing named contacts within funders linked to strategy or particular types of calls. • Establish and maintain networks with professional research development staff in other Universities; sharing sector knowledge and best practice. Especially the other GW4 Universities and through professional networks, e.g. Association of Research Managers and Administrators.
5	<i>Governance</i> <ul style="list-style-type: none"> • To take responsibility for compliance with funding body/call requirements. • To represent RIS at relevant committees, working parties and groups of the University as required.
6	<i>Marketing and Communications</i> <ul style="list-style-type: none"> • To take responsibility for the development and promotion of the internal and external profile of research funding opportunities, ensuring effective communication channels and appropriate interaction with faculty-based staff, professional services and funding bodies.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager.</p> <p>You are required to follow all University policies and procedures at all times and take account of University guidance</p>	

Person Specification

Criteria: Qualifications and Training	Essential	Desirable
A first degree	√	
Postgraduate research degree or equivalent business qualifications	√	

Criteria: Knowledge and Experience	Essential	Desirable
Demonstrable grant or business development experience, evidenced by submitting proposals that would not have been realised without your input	√	
A thorough understanding of the priorities of the UK and international research funding bodies	√	
Experience of bringing people together in order to target relevant funding opportunities	√	
Experience in writing and preparing excellent funding proposals (or similar)	√	
Demonstrate an understanding of issues relating to research in an academic context	√	
Experience of delivering growth in research funding in a culture of facilitation and collegiality	√	
Evidence of effective team working and engaging and motivating others	√	
Experience of strategic planning/work with grand challenges/themes in order to target relevant funding opportunities		√

Criteria: Skills and Aptitudes	Essential	Desirable
Excellent influencing capabilities alongside proven and well-developed interpersonal skills in order to interact with a diverse set of internal and external stakeholders	√	
A highly developed understanding of current and emerging agendas in Higher Education	√	
Evidence of personal ability to drive forward innovation and change; a proactive, self-starter	√	
A highly developed understanding of the concerns and motivations of staff in academic organisations	√	
Excellent communication skills	√	
Ability to work to strict deadlines and under pressure, taking initiative where the brief is imprecise	√	
An ability to enthuse and inspire and to engage with staff at all levels; a supportive team member	√	

<p>Effective Behaviours Framework</p> <p>The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously.</p>
<p>Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.</p>
<p>Delivering excellent service: Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.</p>
<p>Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.</p>
<p>Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.</p>
<p>Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University.</p>
<p>Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others.</p>
<p>Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University.</p>
<p>Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.</p>
<p>Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.</p>