

## Job Description

<b>Job title:</b>	Researcher Development Manager
<b>Department/School:</b>	Centre for Learning and Teaching (CLT)
<b>Grade:</b>	8
<b>Location:</b>	University of Bath premises

### Job purpose

The post is based in the Academic Staff Development Team in the Centre for Learning and Teaching (CLT), but the post-holder will be expected to work with colleagues across a wide range of departments to achieve the objectives of the role. This role requires close collaboration with appropriate professional services (in particular Research and Innovation Services), as well as good links into academic departments.

We are particularly interested in people who can introduce innovative approaches to supporting development of staff in the education and research job family (E&R staff).

### Source and nature of management provided

Head of Learning and Teaching

### Staff management responsibility

The role may include limited staff management responsibility

### Special conditions

N/A

### Main duties and responsibilities

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| <b>1</b> | Co-ordinating the University's professional development provision for research staff.  |
| <b>2</b> | Managing a programme of professional development events for research staff.  |
| <b>3</b> | Developing and delivering research-related elements of the approved staff development programme for probationary academic staff. |
| <b>4</b> | Supporting institutional policy and practice in the management and career  |

	development of research staff.
<b>5</b>	Providing advice and support to the Pro-Vice-Chancellor (Research) and other appropriate colleagues in the area of research staff development.
<b>6</b>	Plan and manage a programme of research staff development events by assessing organisational needs, commissioning training providers or delivering events and coaching as appropriate, and collaborating with colleagues to ensure the smooth running and evaluation of events.
<b>7</b>	Support continued compliance with the Concordat to Support the Career Development of Researchers, including acting as convenor to the Research Staff Working Group.
<b>8</b>	Establish professional networks to ensure broad awareness of national and international policy and practice in research staff development, and to bring maximum possible benefit to the University of Bath.
<b>9</b>	Manage budgets and administrative processes associated with running development programmes.
<b>10</b>	Share good practice nationally through liaison with other HEIs and regional / national groups / organisations, and through contributions to appropriate conferences and events.
<b>11</b>	Contribute to the wider work of Academic Staff Development as appropriate.
<p>You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. 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
First Degree	X	
Higher Degree by research		X
Teaching, training or HR professional qualification	X	

Criteria: Knowledge and Experience	Essential	Desirable
Analyse training and development needs of individuals and groups and provide courses or other interventions to meet those needs	X	
Knowledge of current researcher development frameworks and how they apply in the UK higher education sector.	X	
Working in a research-intensive higher education environment		X
Post-doctoral research		X
Planning and delivering teaching, training or career advice	X	
Working in, or in collaboration with, other HE providers, commercial organisations and industry		X

Criteria: Skills and Aptitudes	Essential	Desirable
Communicate effectively with a range of staff	X	
Creativity to bring innovation to research staff development	X	
Work effectively as part of a team, as a self-reliant individual and as a member of collaborative networks	X	
Provide clear information and advice to committees and managers, based on analysis of organisational data and broader environmental factors		X
Manage projects and budgets	X	
Expert use of standard IT applications (MS Office, databases)	X	

Manage personal workload and administrative processes effectively	X	
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### Effective Behaviours Framework

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.

#### **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.

#### **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.

#### **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.

#### **Embracing change:**

Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.

#### **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.

#### **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.

#### **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.

#### **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.

#### **Achieving results:**

Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.