Job Description

Job title	Research Manager
Department/School	Psychology
Job family	Education and Research
Grade	7
Reporting to	Head of Department
Staff management responsibility	Casual event administrators, depending on projects and events in the departmental portfolio.
Location	University of Bath premises

Job purpose

The Department of Psychology is world-renowned for its excellence in research and teaching. The Department of Psychology has more than 50 academic staff and 600 undergraduates and postgraduates. In recent years, we have recently ranked in the top 5 in the Guardian league table, the Complete University Guide (in association with The Independent), and The Times & Sunday Times Good University Guide.

Research in the department occurs across more than six major subdisciplines in psychology, including clinical, cognitive, developmental, environmental, health, and social, using diverse methods from psychology and neuroscience in a new purpose-built five-level building, containing two floors of state-of-the-art labs for interview, group observation, EEG/ERP, virtual reality, psychobiology, eye-tracking, pain, cross-modal and computerised testing.

The post holder is key to the Department's ambitions to expand its research portfolio and reputation. The post holder will be expected to play a key role supporting and coordinating research activities across the Department including support for high-priority research grant applications and outputs, developing research impact, helping to evaluate impact, identifying research opportunities that expand our reach, supporting external engagement activity, maintaining web based research information and research databases, strengthening our research web presence, liaising with the Department's Experimental Officer regarding the department's technical needs, and supporting research related activities within the department through the Research Committee.

The post holder will work strategically with multiple stakeholders both internal and external to the University at all levels, requiring excellent people and communication skills, including skill at science communication. Professional development through occasional participation in training, research collaborations, and teaching opportunities will also be supported.

Working across multiple projects at any one time, and leading on the design and delivery of high-profile activities, this post requires high levels of organisation, the ability to prioritise and problem solve quickly, and a creative flair.

Special conditions

Willingness and ability to travel to oversee data collections, manage project meetings and dissemination activities.

Main duties and responsibilities

1	**Research**

- Identify opportunities for research funding
- Support writing of research proposals, including preparing costs and budget justification, public engagement and impact, in conjunction with the PI, RIS and the departmental Director of Research.
- Liaise with academics, government, charities and business partners to ensure the smooth running of research activities, including communications and data sharing.
- Support the recruitment and engagement process for project related staff.
- Support the preparation of presentations, reports and publications relating to research activities, including data analysis where appropriate.
- Promote research and expertise to a range of national and international organisations and stakeholders.
- Support the department's research committee and its core commitments
- Liaise with the department's technical support, monitoring needs and alignments with core departmental research commitments.

2	**Communication**

- Design and lead the external research stakeholder communications strategy for Psychology, including newsletters, websites, databases, social media, Advisory Board, and marketing activity.
- Promote the work of the department through the organisation, management and delivery of public lectures, conferences and other related events, managing department-funded budgets for these.
- Ensure evaluation of all departmental events is undertaken, recorded and fed back to funders, stakeholders and other interested parties.
- Work with colleagues to explore ways to support events using technological advances.
- Act as a contact person and facilitator for external parties interested in finding collaborators within the department.
- Work closely with Faculty and Central Marketing, as well as the press office to ensure visibility of activities.
- Work with PIs to design creative, effective and appropriate events which further aims and objectives of theirs and the department's.
- Develop links with academics, government, charities and businesses that undertake research, advocacy and educational activities related to the

	work of the department. • Promote collaboration with other UK and International organisations working within social sciences. • Manage multiple networks of local, regional, national and international connections with individuals, organisations and groups • Act as an ambassador for the Department at local, regional, national and international meetings.
3	**Public engagement and impact** • Working with the Director of Engagement, help ensure that all relevant research has a robust and practical public engagement strategy and oversee its implementation. • Help with gathering evidence for research impact, working with the Director of Impact. • Explore, design and lead strategy of the social media profiles of Psychology and its Research Centres and labs. • Contribute to local, regional, national and international strategies to engage various publics with the work of Psychology • Work with the Public Engagement Unit to support the integration of Public Engagement within the research of the department.
4	**Strategy, business, and personal development** • Work closely with academic staff to develop opportunities for consultancy to business, charities, government and the media • Lead on the development of networks to support the work of the department and its projects. • Undertake training, teaching, and research on an occasional basis as appropriate to your personal career development.
5	**University and Department** • Manage and curate content for the general research and events areas of the departmental website. • Keep up to date with the latest development in HE, research, events, and communications.
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.	

Person Specification

Criteria	Essential	Desirable
Qualifications		
Degree or equivalent (in Psychology or related)	√	
Higher degree (in Psychology or related)		√
Knowledge and Experience		
Substantial experience of event and project management and delivery	√	
Track record in management of research related activities		√
Experience of budget management	√	
Experience of organising and managing projects		√
Knowledge of Research Engagement, Funding, and Impact Issues	√	
A good understanding of the UK HE context	√	
Skills		
Excellent verbal, interpersonal and written communication skills	√	
Highly developed administration and IT skills	√	
Leadership skills to inspire and enthuse project team members and relevant academic partners	√	
Understanding of research, the research process and ability to communicate complex research findings verbally and in writing	√	
Skills to build, maintain and develop complex relationships across a broad range of individuals, groups and organisations, both within and external to the University	√	
Attributes		
Passion and self-motivation	√	
Ability to work to deadlines and under pressure	√	
Willingness to work flexibly when required	√	

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.