



## 1 Advertisement

**Post Title:** Research Development Manager

**School/department:** Research and Enterprise

**Hours:** Full-time or part-time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

**Contract:** Permanent

**Reference:** 21087

**Salary:** starting at £37,099 to £44,263 per annum, pro rata if part-time.

**Placed on:** 24 July 2023

**Closing date:** 21 August 2023. Applications must be received by midnight of the closing date.

**Expected Interview date:** To be confirmed

**Expected start date:** September 2023

Applications are invited for this full-time post in Research and Enterprise Services, which is responsible for providing professional services and support for the University's research and enterprise activities.

The post will be based in the Research Development team which provides advice and professional support to the University's academic staff in their pursuit of research and knowledge exchange funding. The post-holder will support research for one of the 10 [Schools](#) of Studies in the University including the Business School and the School of Mathematical and Physical Sciences.

The work involves:

- Promoting and supporting funding opportunities and applications for a wide range of academics
- Supporting Schools in the development and implementation of their research and knowledge exchange strategy
- Supporting and advising on bid development and award acceptance, including complex budgets, to a wide range of funders
- Advising on the policies and rules of funders
- Checking the terms of awards offered and supporting contract negotiations
- Managing direct line reports and working collaboratively with colleagues to deliver a high-quality professional service.

You will have a degree or equivalent or be qualified by experience, and have experience preparing bids for funding including project costing experience.

You must be highly numerate and have excellent organisational abilities, a knowledge of the research funding environment in which universities work, and the interpersonal and communications skills needed to work effectively with the University's academic staff and with external organisations that fund research.

Please contact Claire Potter [Claire.Potter@sussex.ac.uk](mailto:Claire.Potter@sussex.ac.uk) for informal enquiries including details of the School that the post-holder may support.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Research & Enterprise Services is the main professional support for the University's research and knowledge exchange aims. The post-holder will join the Research Development team, who are responsible for advising on the preparation of all applications for research funding, ensuring that they meet the funders' criteria and are appropriately costed and priced, for approving applications, and for checking, negotiating and accepting awards. The Research Development Managers work closely with Schools to develop strategies to maximise funding success. They are each responsible for particular Schools and for acting as the main external contact with particular funding agencies.

Please find further information regarding the division and the Research Development team at [www.sussex.ac.uk/res](http://www.sussex.ac.uk/res).

## 3. Job Description

<b>Job Title:</b>	Research Development Manager
<b>Grade:</b>	Grade 7
<b>School/Division:</b>	Research and Enterprise (RES)
<b>Location:</b>	Falmer House, Brighton, BN1 9QF / Hybrid (home)
<b>Responsible to:</b>	Senior Research Development Manager
<b>Direct reports:</b>	G6 Senior Research Development Officers
<b>Key contacts:</b>	Principal Researchers, Directors of Research and Knowledge Exchange, School Research Managers, Finance Business Partners, HR Business Partners

### Role description:

To provide professional support for the planning, development and delivery of high-quality research and knowledge exchange applications, in particular, but not exclusively, through external funding calls and tenders.

## PRINCIPAL ACCOUNTABILITIES

1. Manage, promote and maintain high quality, accurate Research Development Services, supporting and advising on the development of bids and acceptance of awards, engendering a culture of continuous improvement and service delivery.
2. Ensure compliance with all relevant funder requirements, legislation and University policies, interpreting the same and advising on their practical application to the funding applicant.
3. Work in partnership with other key stakeholders to ensure seamless service
4. Manage the allocation of work and operational outputs of direct line reports
5. Supporting Schools in the development and implementation of their research and knowledge exchange strategies.

## **KEY RESPONSIBILITIES**

### **1. Management and Leadership**

- 1.1 Provide management and leadership to motivate designated line reports to achieve targets and objectives delegating according to ability.
- 1.2 Ensure the availability of resources to achieve targets and objectives including the selection, induction, performance management and development of all team members.
- 1.3 Ensure team understanding and application of operational standards are embedded in the team culture and methods of working.
- 1.4 Support the development of others, providing training and coaching in area of expertise.
- 1.5 Foster an ethos of continuous improvement and service delivery
- 1.6 Manage complex internal and external processes to ensure delivery of timely and accurate research and knowledge exchange funding proposals and award acceptance.

### **2. Service Delivery**

- 2.1 Work within university policy and procedure, undertake day-to-day delivery and management of operational matters in the iterative research and knowledge exchange development process for one or more allocated Schools. Plan and implement activities with direct line reports and across the wider Research Development team to ensure the achievement of internal timelines and funder deadlines.
- 2.2 Ensure effective systems and procedures are in place to support the management and tracking of research proposals and awards to facilitate the achievement of key performance targets.
- 2.3 Plan and implement improvements to systems and procedures in area of responsibility to ensure effective administration within area of responsibility.
- 2.4 Maintain appropriate records and documentation commensurate with policy and procedure, including capture of full and accurate project information for statutory and other external reporting (e.g. HESA, REF). Monitor and review, with School(s), their proposal outcomes, to inform the quality of future proposals.
- 2.5 Provide reports internally and externally as appropriate. Undertake analysis, interpretation and presentation of standard data to inform research and knowledge exchange funding and planning decisions.
- 2.6 Identify critical issues when resolving problems and use university policy and procedure to support the application of appropriate resolutions.

### **3. Policy and Procedure**

- 3.1 Work within internal and external policy, procedure and regulatory requirements (including VAT, state aid, Insurance, IR35, GDPR, Sanctions, Due Diligence, and Export Control), providing advice, particularly to School-based colleagues, as required.
- 3.2 Contribute to policy decisions and improvement in area of expertise.

#### **4. Customers and Stakeholders**

- 4.1 Proactively work with internal and external stakeholders and colleagues to ensure the effective service delivery, exchange information and provide data to inform decisions as necessary, showing appropriate sensitivity when needed. Ensure key project documentation is in place for the establishment of a project account with complete project records and history. Support the Directors of Research & Knowledge Exchange in relevant School(s) to development and deliver their Research and Knowledge Exchange strategy.

#### **5. Support and Advice on the Development of Bids and Award Acceptance**

- 5.1 Proposal Support. Support of all research proposals and relevant services and knowledge exchange proposals. Accurate costing and pricing, drafting of non-technical and institutional position content. Review of full proposals for coherence, completeness and consistency with funder requirements. Risk assessment and due diligence as required and keeping key School stakeholders informed as appropriate. Ensuring final approval is in place before submission of proposals to the funder.
- 5.2 Research Funding Intelligence. Build relationships with key funders and disseminate funder information and intelligence around funding strategies and priorities; promote and strengthen strategic research capabilities.
- 5.3 Award Acceptance. Support and where appropriate lead the negotiation and contractual aspects of successful proposals; being responsible for ensuring the accuracy of awards and that the due process is followed, and that all regulatory requirements e.g. ethics are in hand before accepting the award.
- 5.4 Intellectual Property and Commercial Opportunity Identification. Understand the University's commercialisation support mechanisms and proactively encourage new IP disclosures or commercial development ideas, sign-posting academics to the Innovation and Business Partnerships team.
- 5.5 Training and Development. Provide support to faculty, including new starters, through training and staff development activities at individual, School, Division or institution-wide level. Provide reference materials and user-friendly guidance on key aspects of bid development and managing projects.
- 5.6 Team working. Work closely with Research Development colleagues to ensure continuity of support at peaks in bid volume, in particular for areas where you have expertise e.g. key funders. Provide cover during times of absence.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **INDICATIVE PERFORMANCE CRITERIA**

- Leading a team of staff (typically 0 or 1 line reports) to manage a School or Schools research funding portfolios.
- Working with Principal Investigators (PIs) and appropriate internal and external contacts to ensure accurately costed, funder-compliant bids are submitted with, full School and institutional approval, on time to the relevant funder.
- Working with PIs and appropriate internal and external contacts to ensure awards are accepted in a timely way, meeting funder requirements.
- Ensure accurate data and records are recorded and maintained in a timely manner for all bids and awards submitted by the allocated School(s).
- The post holder reports to the Senior Research Development Manager. Working under general direction within a clear framework the post holder will manage their own workload (and as appropriate their direct reports) to achieve their agreed objectives. The role holder will play a key role in supporting the Divisional leadership team to achieve the strategic and operational goals of the University, School(s), Professional Services and their Division. The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

## **4. Person Specification**

### **ESSENTIAL CRITERIA**

1. Normally educated to degree level or equivalent qualification or qualified by directly relevant experience.
2. A minimum of two years detailed practical knowledge and understanding of Research and Knowledge Exchange funding and the research funding landscape.
3. Effective management skills, both of self and others. Including the ability to manage complex situations within time restraints.
4. Well-developed oral and written communication skills with the ability to present policy and procedure in a way that can be understood by multiple stakeholders.

5. Strong planning and organisational skills, including project management with the ability to delegate to team members where appropriate.
6. Well-developed interpersonal skills with the ability to effectively influence in area of expertise, positively contribute to team working to build and develop working relationships. Thrive in a team environment.
7. Analytical skills with the ability to generate effective solutions and make effective decisions.
8. Commitment to customer service excellence
9. Effective IT Skills on MS platform. Experience using functional databases.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience of research funding applications
2. Proposal development and review
3. Numerate and experienced with numbers with evidence of complex project costing and pricing.
4. Ability to risk assess projects and apply appropriate governance and/or related policy.
5. Evidence of working under pressure to demanding deadlines, whilst effectively managing and prioritising high levels of workload, delivered to high standards.
6. Strong interpersonal and communication skills (verbal and written) and able to communicate effectively with a wide range of professional and academic staff and with external funding bodies (including international and cross-sector organisations).
7. Ability to develop training materials and confidently present them to a stakeholder audience.
8. Demonstrate a flexible/multi-tasking approach to managing workload, being positive and responsive to stakeholders and team.
9. Willingness to occasionally travel (for training) including overnight stays, where necessary.
10. Willingness to work longer/flexible hours as necessary to meet deadlines.

### **DESIRABLE CRITERIA**

1. Knowledge of the Higher Education sector, including the research policy context in the UK.
2. An understanding of the key elements of research contracts and of intellectual property.
3. PhD, equivalent research degree or research management qualification
4. Experience of working in a similar role in higher education, research or funding organisation.
5. Support the development and implementation of a research and knowledge exchange strategy.