University of Essex

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

We are proud to have been a Two Ticks employer since August 2008 and, as part of our commitment to this scheme, we guarantee an interview to any candidate with a disability who meets the essential criteria for the post. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 18 November 2016 (Extended closing date)

Interviews are planned for: w/c 5 December 2016 (Updated)

Produced by:
Resourcing Team
Human Resources
University of Essex
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Colchester CO4 3SQ
United Kingdom
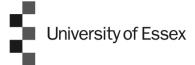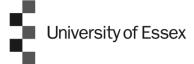**Tel: +44 (0)1206 873521/874588**
Email: resourcing@essex.ac.uk

JOB DESCRIPTION – Job ref REQ00246

Job Title and Grade:	Research Development Manager (Computer Science and Electronic Engineering) Grade 9
Contract:	Permanent, full or part-time
Hours:	Up to a notional minimum of 36 hours per week
Salary:	£39,324 - £46,924 per annum (pro-rata for part-time)
Department/Section:	Research and Enterprise Office
Responsible to:	Director of Research and Enterprise Office
Reports on a day to day basis to:	Head of Research Development
Purpose of job:	To proactively support the development of quality research proposals for all relevant funders, identify and promote new funding opportunities to facilitate novel research, and activities targeted towards the generation of impact arising from research. To contribute to the development and delivery of activities to support the preparation of applications for funding such as seminars, sandpits and workshops, and the preparation of supporting documentation for academic and research staff in support of grant applications.

Duties of the Post

The main duties of the post will include:

1. Develop and manage excellent relationships with University departments, research funders and other external organisations, in support of the development of collaboration in, and/or funding of, research activities.

2. Enhance the University's intelligence on funding opportunities by developing effective relationships with funders of research, and maintain a network of contacts to influence and align funding opportunities with the interests and priorities of the University.

3. Develop strategic insight of the major funding organisations through analysis and detailed understanding of their funding priorities and plans to ensure upcoming strategically important opportunities are anticipated and fed into the University planning cycle.

4. Promote and support the development of high quality research grant proposals including assisting with the drafting of 'non-scientific' aspects of proposals and the completion and submission of grant applications.

5. Focus on enhancing competitiveness and success rates of research funding applications and in accordance with REO performance measures, ensuring and managing delivery of pro-active support for funding proposal development, initiatives and activities.

6. Develop and maintain an understanding of the range of expertise within the relevant academic schools, sufficient to match researchers with funding opportunities and also to suggest potential project partners from complementary areas within the University.
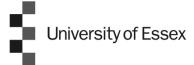
7. Develop relationships with academics across the University in order to facilitate engagement with opportunities for interdisciplinary research with internal and external partners.

8. Support the development of research linkages between the School of Computer Science and Electronic Engineering and the Centre for Brain Science, working with colleagues to identify and promote appropriate funding opportunities for research development.

9. Co-ordinate and manage the preparation process for major project proposals, working closely with senior academics, and members of the Professional Services to ensure institutional support for projects of major strategic importance to the University.

10. Horizon scanning to identify and disseminate knowledge of national and international research funding priorities and maintain a good understanding of the external research policy environment.

11. Contribute to relevant training programmes in the University including the development of relevant online resources on research funding applications.

12. Work closely with other Faculty Research Development Managers and the EU Research Development Manager to ensure a high quality, seamless and connected service to the University is maintained at all times.

13. Liaise closely with other operational areas within REO to maximise connectivity between functions and enhance effectiveness of the Research Development Team, e.g. working with the Pre Award, Contracts, Research Impact, and Governance and Ethics teams to facilitate the development of quality research proposals and ensure deadlines are met, and the RMAS Project Manager to link research development support to systems development.

14. Liaise with Faculty and University Communications staff to ensure that the University's successes in research and case studies are communicated effectively.

15. Participate in networks at local, regional and national level in order to share ideas and best practice within the sector.

16. Ensure relevant Faculty Team members are briefed on research funding applications and other research development activities.

17. Work with the Executive Dean, Heads of Department, Directors of Research and faculty manager to contribute to the development of research strategies and implementation plans.

18. Manage the organisation of events to promote general and specific research funding schemes across the University.

19. Contribute to the regular review and development of effective channels for signposting of research funding opportunities and self-service tools for academics.

20. Contribute to the development and review of relevant University policies and procedures.

21. Any other duties as may be assigned from time to time by the Director of the REO or his/her nominee.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances and do not form part of the contract of employment.

Terms of Appointment
For a full description of the terms of appointment for this post please visit:
http://www.essex.ac.uk/personnel/CondServ/default.htm

October 2016

PERSON SPECIFICATION

JOB TITLE: Research Development Manager (Computer Science and Electronic Engineering)

Qualifications /Training

	Essential	Desirable
▪ Educated to degree level or equivalent in a relevant discipline	X	
▪ Postgraduate qualification, or equivalent, in a relevant field, area or discipline		X

Experience/Knowledge

	Essential	Desirable
▪ Proven experience of research development, including preparation of successful research bids and funding applications for a range of different funders	X	
▪ Good understanding of national policies for research and impact in the UK combined with experience and knowledge of national and international research funding landscape	X	
▪ A track record of working successfully and creatively with academic staff including the ability to support the initiation and development of major research proposals	X	
▪ Proven experience of taking responsibility and ownership of a complex and diverse workload	X	
▪ Proven experience of prioritising and delivering to deadlines	X	
▪ Excellent understanding of, and commitment to, developing and maintaining research based partnerships with key stakeholders in public, private and third sectors	X	
▪ Knowledge of best practice in research funding support	X	
▪ Excellent understanding of the relationship between research and impact in a University context	X	
▪ Knowledge of Research Management Administration systems		X

Skills/Abilities

	Essential	Desirable
▪ Evidence of high quality communication skills including the dissemination of knowledge and expertise through a range of channels	X	
▪ Ability to exercise initiative and judgment	X	
▪ IT literate and competent	X	
▪ Strong interpersonal, and organisational skills and proven ability to work effectively with both academic and professional services colleagues	X	
▪ Must possess a proactive, creative, flexible and enthusiastic approach to work	X	
▪ Ability to express complex ideas, rules and processes effectively	X	
▪ Ability to establish and/or maintain appropriate monitoring and reporting systems	X	

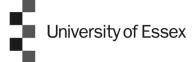|	Essential	Desirable
▪ Evidence of good skills in analysing data and presenting management information	X	
▪ Understanding of, and commitment to, providing a high level of customer service	X	
▪ Ability to negotiate and influence senior colleagues and to establish and maintain effective working relationships both within and outside the University	X	
▪ Proven ability in relationship management and experience of developing partnerships with external organisations	X	

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	X	

* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link
https://www.gov.uk/government/organisations/uk-visas-and-immigration

October 2016

Additional Information

Department - Research and Enterprise Office

The Research and Enterprise Office (REO) is an Administrative Section within the University's Professional Services. The Director of the REO reports to the Registrar and Secretary of the University. The REO supports the Pro-Vice-Chancellor (Research) and the Faculty Executive Deans in the development and implementation of the University's Research Strategy.

With staff located at the Colchester campus, the REO delivers services to the University's academic community to support a range of research, impact and knowledge exchange activities and also contributes to a wide range of business engagement activities and facilitates the delivery of services to business as well as to the wider economic community. Its activities include:

- Research strategy and policy
- Identification of funding opportunities
- Building relationships with research funders
- Research governance and ethics
- Supporting the development and submission of research grant applications;
- Grant and contract negotiation, costing and pricing
- Financial management of research awards
- Co-ordination of the University's REF submissions
- Managing the Institutional Repository
- Research impact and knowledge exchange, including the management of intellectual property, the commercialisation of research, licences, spin-outs and consultancy
- Business Incubation facilities
- Engagement with local and regional communities in the public private and third sectors;
- Managing key accounts with industry
- Promoting the University's research expertise and related services and managing the resulting customer relationships

People Supporting Strategy

Please find a link to the People Supporting Strategy.

http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf

General information

Informal enquiries may be made to Sue Hanshaw, Head of Research Development (01026 873494, s.hanshaw@essex.ac.uk). However, applications must be made online.

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers

- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy

October 2016