



Job Description

General Details

Job title:	Research, Policy and Governance Manager (RIISR17-05)
School/Service:	Research, Innovation and Impact Services
Normal Workbase:	Stoke
Tenure:	Permanent
Hours/FTE:	1.0 fte
Grade/Salary:	Grade 7
Date Prepared:	September 2017

Job Purpose

To support the University in the design, development and implementation of its research strategy, the formulation and implementation of research policies and the governance of research activities. To work collaboratively with the Deputy Vice Chancellor, Director of Research, Deans of School, the research active academic staff and external bodies to promote the University research profile.

Relationships

Reporting to:	Head of Research Environment and Development
Responsible for:	Research Administrators

Main Activities

- Provide strategic advice and guidance to senior colleagues across the University relating to research policy and practice, including legislation relating to university research, national research policy frameworks, HEFCE and QAA policy and programmes.
- Contribute to the development and implementation of University strategies for the promotion of research and preparation for future Research Excellence Framework exercises.
- Formulate and implement University research policies and procedures.
- Provide support for academic staff through training and staff development activities, policy developments and committee updates on future research excellence framework assessment procedures and on the identification, communication and delivery of research impact.
- Support the Head of Research Environment and Development along with senior members of the University in reviewing and developing the systems and processes in place to support and govern research activity.
- Working with the University's research committees, support the University's responses to external research policy developments and requirements.
- Maintain and facilitate the University's research ethics approval system.

- Acquire, collate, scrutinise and provide data to members of the University, HEFCE and other external bodies and on research activity within the Institution.
- Co-ordinate the programmes and activities to support postgraduate research and developing career researchers.
- Provide secretariat support to the University's Professoriate Group.
- To oversee and administer the process adopted by the University to receive and consider applications by members of staff for Professor and Associate Professor titles.
- Provide support on strategic research partnerships with other HEIs and key individuals (international partners, visiting professors, directory of visiting and honorary staff).
- Ensure that, within your control, agreed fire, health and safety standards and procedures are followed, and participate in such procedures.
- Ensure that, within your control, the necessary security and confidentiality of all data and software are maintained.

Special Conditions

The appointment will be based at the Stoke campus of the University, although the post holder may be required to travel to other areas of the university and region in the course of their duties.

Within the context of the main activities extended working hours may be required in line with the needs of the service operational requirements and therefore a flexible approach will be required.

Variation to Job Description

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

Conditions of Service

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

Application Procedure

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

Person Specification

Job Title: Research, Policy and Governance Manager (RIISR17/05)

School/Service: Research, Innovation and Impact Services (RIIS)

The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.

	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	Possess an honours degree or equivalent professional qualification	E	A
2	Experience in academic research management in Higher Education or research institutions	E	A/I
3	Experience of committee management and administration, preferably within a University setting	E	A/I
4	Extensive experience of collating and analysing information from different sources and writing reports and correspondence for a variety of internal and external audiences	E	A/I
5	Able to use own initiative and also be an active contributor in a team context working across an organisation	E	A/I
6	Excellent written and verbal communication skills, with the ability to communicate professionally with staff at all levels	E	I
7	Ability to work collaboratively and to build and maintain good working relationships with academic and administrative staff	E	A/I
8	A detailed understanding of the research student journey	E	A/I
9	Excellent organisational and planning skills with the ability to work on multiple projects to deadlines under pressure	E	A/I
10	A commitment to the University's values, aims and objectives	E	A/I
11	Possess a post-graduate qualification	D	A

*Key	
[A] Application form	To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'
[I] Interview	To be assessed during the interview process including selection tests or presentation, as appropriate