

Job Description

General Details

Job title:	Director of Research, Innovation and Impact Services (RIIS17/02)
School/Service:	Research, Innovation and Impact Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours/FTE:	1.0 FTE
Grade/Salary:	Grade 12
Date Prepared:	March 2018

Job Purpose

The Director of Research, Innovation and Impact Services (RIIS) will provide the leadership direction, and strategic and operational management for Research and Innovation in the context of the Strategic Plan and the supporting strategies regarding research.

The purpose of the role will include the following areas of responsibility:

- To co-ordinate and deliver the University's Research performance objectives as determined in the Strategic Plan and supporting strategies.
- To lead and operate across the University, representing Research, Innovation and Impact Services, to ensure that opportunities for cross University developments in research are maximised.
- To contribute to the inspirational leadership and management of Research and Innovation, with an enhanced capability to increase the quality and quantity of research outputs, together with driving up staff engagement within research.
- To manage the professional services to support research excellence, including support for the Graduate School, project management and the professoriate.

Relationships

Reporting to:	Deputy Vice-Chancellor
Responsible for:	Research, Innovation and Impact Services
Other key internal relationships:	Executive Senior Leadership Team Deans and School Management Teams Research staff across the organisation

Main Activities

Leadership and Management - Responsible for:

1. Developing an interdisciplinary approach to University research strategies, which capitalises on the strengths of our research and highlights the impacts it has made.
2. Creation of a supportive research environment which supports world leading and international research across the University.
3. Leading the strategic developments and support for commercial income generating capacity, in conjunction with Financial Services, to increase the volume of profitable externally funded activity.
4. Drive public engagement for the University (in close consultation with Marketing and Public Relations) in a range of external environments ensuring that the University is positively portrayed at all times and develop a platform on which our success can be celebrated.
5. Effective communication of the University's strategies, policies and major activities throughout RIIS ensuring effective mechanisms for two-way communication giving opportunities for staff engagement with strategic decision making.
6. Working with the Professoriate to undertake a number of cross University programmes of work identified by Executive.
7. Ensuring and encouraging the engagement of research leaders in cross-University working groups/fora/committees in relation to research.
8. Representing RIIS at university committees and meetings as directed and chair committees, boards and groups as appropriate.
9. Delivering effective support for the postgraduate research journey including registration and assessment, training and a collaborative integrated assessment.

Academic Development - Responsible for:

10. Leading and managing the implementation of the University's strategies on research and innovation to meet targets set in the Strategic Plan and supporting strategies.
11. Maintaining and increasing the university's profile in the context of research activity where this is underpinned by external funding, research work related income generation or reputational advantage.
12. Preparing the University for a successful submission in REF2021.
13. Ensuring that research staff embed research into undergraduate and postgraduate programmes, working in conjunction with School Management Teams.
14. Advising the Executive, SLT and other groups on research policy and developments from within and beyond the sector relevant to RIIS disciplines.
15. Developing a clear role for Professors within the University, Visiting Professors and University Honoraries, working with the Executive and School Management Teams.
16. Promoting best practice in research supervision in accordance with relevant codes of practice.
17. Leading and managing the arrangements for doctoral and post-doctoral research and monitoring progress of research students and research projects together with improvements of the postgraduate research student experience.
18. Ensuring that the University complies with all regulations relating to research activity within the area of ethics, health and safety and the research degree regulations specifically.

People and Resource Management - Responsible for:

19. Acting as the lead within Research, Innovation, and Impact Services on identifying research professional development needs and ensure that these are addressed through a working programme of development for all academic and technical staff.
20. Promoting and co-ordinating increased bidding for external funding for research, particularly multi-disciplinary approaches.
21. Leading and managing operational plans and budgets, to ensure that research activities are suitably organised and resourced to achieve targets and growth profiles.

22. Providing leadership and management to staff, setting targets and performance objectives together with monitoring and evaluating these.
23. Recruiting, motivating, training and developing staff in conjunction with other senior members, to create a high performance driven culture.
24. Health and safety performance in the relevant work area, ensuring compliance with health and safety legislation and University policy and procedures.
25. Addressing equality issues, in accordance with the Public Sector Equality Duty.
26. Undertaking any other duties or responsibilities as may be reasonably required by the Executive.

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.

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.