



Job Description

Job Title	Researcher Training Manager
School/Service/Institute	Research, Innovation and Impact Services
Normal Workbase	Stoke
Tenure	Two year fixed term contract
Grade/Salary	Grade 7
FTE/Hours	1.0 FTE

Job Purpose

To coordinate, promote and evaluate a programme of research development activity for staff and post graduate researchers (PGRs), which will support the University's achievement of its research key performance indicators and its commitment to the Concordat for the Career Development of Researchers. The role will contribute to the design and delivery of training activity and develop an associated portfolio of training and guidance material and other support activities. The post holder will work closely with colleagues across Research Innovation and Impact Services (RIIS), HR&OD and Academic Quality and Development to deliver their role.

Relationships

Reporting to:	Head of Research Environment and Development
Responsible for:	N/A
Key working relationships:	Colleagues within RIIS, particularly Research Environment and Development Team and the Graduate School. Outside the department the postholder will be working closely with HR&OD and AQD.

Main Activities

- To design and evaluate a bi-annual programme of training and development events and resources to meet the diverse development needs of PGRs and staff for their research career progression
- To deliver elements of the programme, for example researcher induction sessions, introductions to coaching and mentoring.
- Working with the Research Engagement Team, to promote participation in research development activity through internal communication and engagement

activity

- To collect evidence of participation, and monitor and analyse evaluation feedback (including feedback provided through institutional surveys such as CEDARs) to evaluate the success and inclusivity of the training and development offer to inform future activity
- To coordinate research coaching and mentoring provision
- To contribute to the development, evaluation and implementation of new policies and procedures to support researcher development in line with our Research, Innovation and Enterprise strategy commitments
- To participate in relevant university committees and working groups and external sector networks to inform research development strategies, policies and processes and encourage staff and PGR engagement in the training and development plan, including:
 - the core group and broader HR Excellence in Research Working Group to inform our action plan delivery
 - The University Connect group
 - Vitae events and networks
 - ARMA Researcher Development Special Interest Group
- To deputise for RIIS SMT as required for activities or meetings related to researcher development
- To undertake appropriate professional development and mandatory training activities as identified or required (See Professional Development section).
- The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy

Special Conditions

The postholder will be required to travel and represent the University in the UK and Overseas as required.

Professional Development

The University will support and encourage the postholder to engage in continuous professional development activities through the YOURCareer@Staffs framework. This framework supports postholders to identify appropriate development opportunities. Continuing Professional Development (CPD) activity will be recognised by a bi-annual Performance and Development Review (PDR) discussion.

Variation to Job Description

The 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 postholder will be employed by Staffordshire University Services Limited. Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which recruits and provides both academic and professional support staff to the University. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

Application Procedure

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

We ask that all applicants ensure that they have provided comprehensive information under each criterion in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section. The University will use anonymous application forms for this role; however, we recognise that applicants may want to include additional information. If you choose to upload any supporting documents that contain identifiable data, your application will no longer be considered anonymous.