

JOB DESCRIPTION

Job Title: Research and Knowledge Exchange Manager: Institute for Lifecourse Development (ILD), Faculty of Education Health and Human Sciences.

Grade: SG8

Department: Institute for Lifecourse Development (ILD), Faculty of Education Health and Human Sciences (FEHHS)

Responsible to: Associate Dean for Research and Knowledge Exchange (FEHHS)/Director of the Institute for Lifecourse Development (ILD); with a reporting line to the Faculty Operating Officer as a member of the professional services team.

Responsible for: Line management of ILD Research Support Administrative Staff

Key Contacts: The role will principally work with the Associate Dean for Research and Knowledge Exchange and other members of the ILD as well as professional services staff in the Faculty, linking with, staff in Greenwich Research & Innovation (GRI), Finance and the People Directorate.

Standard Occupational Classification (SoC code):

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE

The Institute for Lifecourse Development (ILD) in the Faculty of Education, Health and Human Sciences (FEHHS), University of Greenwich, is a 100% world leading and internationally excellent research environment. The Faculty continue to invest in research development services to support our high-quality research, knowledge exchange and impact.

The Research and Knowledge Exchange Manager will be responsible for working with academics and research staff across the ILD and Faculty to lead in the development of significant new research and knowledge exchange opportunities, and to ensure the ILD makes a measurable impact on policy and practice in line with our REF and KEF ambitions.

The successful applicant will have experience of working with academic research and practice oriented staff, and have excellent knowledge of UK-related funding streams for research, knowledge exchange and impact.

We are looking for a Research and Knowledge Exchange Manager who will:

- Work with academics and practitioners (e.g. in health and education professions) to drive sustainable growth in research and knowledge exchange income, helping to increase bidding success rates and forging strong relationships with a wide range of external partners.
- Lead in advising academics and practitioners on developing pathways to impact and measuring and evaluating ILD Impact.
- Work collaboratively with business operations colleagues within the Faculty and finance directorate to develop opportunities and monitor their delivery and outcomes.
- Work closely with Associate Dean Research and Knowledge Exchange (FEHHS)/Director of ILD, Deputy Director of ILD, Centre Leads and Practice leads, and GRI and lead on identifying, collating and recording evidence required for statutory REF and KEF returns, and to make recommendations on how Faculty research, knowledge exchange and impact performance can be maximised.
- Manage a team of research support administrative staff within the institute and oversee the day-to-day operations of the support function.
- The role is primarily based at the Greenwich campus with the requirement to work across all University of Greenwich campuses on a regular basis.

KEY ACCOUNTABILITIES

Team Specific:

- Work with the Associate Dean for Research and Knowledge Exchange to achieve the Faculty/ILD strategic plans, objectives and KPIs.
- Conduct horizon scanning activities to identify where developments in funder policy have the potential to result in research and knowledge exchange funding opportunities for the ILD/Faculty.
- Liaise with academics and research support administrative teams to proactively identify knowledge exchange and impact opportunities and create supported pathways for their achievement.
- Support growth in Faculty/ILD research and knowledge exchange partnerships including private and public, voluntary, and statutory sectors.
- Work to develop CPD and KE opportunities for partners (related to research and knowledge exchange)
- Work with the ILD leadership to identify potential impact case studies for future REF exercises and work to ensure they are fully developed.

- Working closely with the Associate Dean Research and Knowledge Exchange/Director of the ILD, Deputy Director of the ILD, and Faculty Operating Officer, manage the research support administrative team to ensure we have effective:
 - Oversight of day-to-day ILD operations, budget and resources.
 - Coordination with marketing colleagues to maximise dissemination and promotion of knowledge exchange activities.
 - Recording and management of databases of evidence of activities relevant to KEF and REF, working with GRI colleagues as required.
 - Recording of discipline and practitioner expertise in the Faculty.
 - Effective matching of expertise with relevant research and knowledge exchange funding opportunities.

Generic:

- To work on their own initiative and have the ability to manage several projects at once.
- As a member of the ILD team, contribute to team meetings, assessing team objectives, cover for sickness and holidays, and collectively recommending service and procedural improvements.
- Contribute as an active member of the team, respecting the work of other team members, building team morale and motivation, and upholding the values of the University.
- Provide line management of research support administrative team members.
- Contribute to Faculty plans, activities, and efficient working practices.
- Contribute, as appropriate, to ILD and Faculty events, visits to schools, community groups, public engagements, knowledge exchange events and related activity.
- Demonstrate a commitment to equality, diversity and inclusion through engagement with University initiatives.
- Promote your work and represent the work of the ILD, Faculty and University internally and externally, and take a proactive approach to ethical, good practice.

Managing Self:

- Keep abreast of developments across the fields represented in the Faculty and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.

- Behave in a manner which reflects the University's values and creates a positive environment for work and study.
- Take responsibility for, and demonstrate a commitment to, own personal development within the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training.
- Contribution to achievement of University and Faculty/ILD strategic plan, objectives and KPIs.
- Any other duties as may reasonably be required consistent with the grade of the post.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the Associate Dean for Research and Knowledge Exchange and/or Faculty Operating Officer, or their line manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the ILD delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Sustained growth rate in research and knowledge exchange income to meet University's and ILD/Faculty KPIs for research and knowledge exchange income.
- At least ten impact case studies identified and developed in preparation for next REF with significant and measurable cultural, societal and/or economic impact.

- Improve sector-leading knowledge exchange with local, national, and international impact (top of our peer groups in 5/7 perspectives in KEF).

KEY RELATIONSHIPS (Internal & External):

Internal:

- Associate Dean Research and Knowledge Exchange/Director of the ILD, Deputy Director of the ILD, Faculty Operating Officer, Centre Leads and Practice Leads
- Faculty Academic Staff
- Faculty Business Operations staff
- GRI Staff including the GRI Knowledge Exchange Manager, Impact manager, CPD manager and Public & Stakeholder Engagement Manager
- Marketing Staff
- Finance Staff
- HR Staff

External:

- Relevant Research Councils
- Charities
- Government Bodies/Departments/Local Council
- Industry
- External collaborators, key partners, and stakeholders

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Budget and project management experience.
- Experience of line management of research support staff.
- Good knowledge of funders of research and knowledge exchange (e.g., UKRI Research Councils, NIHR, Wellcome, Innovate UK) funding programmes & policies
- Comprehensive knowledge and experience of how to support staff in putting together successful research and knowledge exchange funding applications.
- Understanding of the nature of the evidence required to demonstrate impact for research and knowledge exchange funding.
- Experience of working with academic and practitioner staff.
- Experience of liaising with funders of research and knowledge exchange.
- Experience of management of pre- and post-award activities for collaborative projects.

Desirable Criteria

- Experience of supporting teams in bidding for large collaborative/global challenges funding.
- Experience of working with academics and practitioners.
- Experience of developing and delivering CPD.
- Sound knowledge of ethical guidelines and research governance.
- Experience of developing web- based information and guidance.

SKILLS:

Essential Criteria

- Excellent and persuasive presentational skills (oral and written).
- Self-motivated, managing complex and varied workload with minimum supervision.
- Excellent project and time management skills, delivering to strict deadlines and under pressure.
- Ability to analyse, interpret and communicate complex documentation and guidance and write reports for both internal and external audiences.
- Excellent IT skills and understanding of commonly used software packages.
- A methodical approach, with an aptitude for accuracy, numeracy and attention to detail.

- Excellent organisational skills and the ability to work on several projects simultaneously.
- Project a positive and professional image at all times.

Desirable Criteria

- PRINCE2 qualification

QUALIFICATIONS:**Essential Criteria**

- Postgraduate degree level or equivalent experience

Desirable Criteria

- Postgraduate research degree, doctorate.

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- None