

## JOB DESCRIPTION

**Job Title:** Associate Director, Research and Knowledge Exchange (RKE),

**Grade:** AC5/Senior Manager

**Department:** Directorate (NRI)

**Responsible to:** Director, NRI

**Responsible for:** Developing and leading the implementation of NRI's impactful and high-quality research and knowledge exchange (RKE) in line with the strategy of the Natural Resources Institute/University of Greenwich.

**Key Contacts:** NRI's leadership team, Centre Leads, Lead for Postgraduate Research, Lead for Laboratory and Technical Services, Head of Commercial Operations, NRI Staff; Greenwich Research and Innovation staff; Associate Deans RKE; DVC (RKE); external partners including funding agencies.

**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

Leadership of the Research and Knowledge Exchange (RKE) component of NRI's strategic plan to grow a portfolio of sustainable, funded RKE activities that achieve research excellence and impactful knowledge exchange while mentoring a diverse team of researchers at different stages of their careers and nurturing a wide range of local and international stakeholders and collaborators.

The Associate Director RKE is expected to have strong international academic standing and networks and demonstrate a record of securing significant external resources and to maintain an internationally recognised profile commensurate with the requirements of a professor.

The position is based at the University's Medway Campus and travel to other campuses will be required.

### KEY ACCOUNTABILITIES

#### Team Specific:

- Provide strategic leadership and oversight of NRI's RKE activities to grow research excellence across NRI's strategic plan and objectives,

building excellence, research power and supporting the development of researchers.

- Work with the Associate Director (AD) (Business Development) to identify and lead (where appropriate) major bids for external funding and support NRI staff to develop strong sustainable RKE programmes through high-quality, properly costed bids to external funding sources.  
(e.g. UKRI, Wellcome Trust, EC Horizon Programme, Postgraduate Research opportunities etc.).
- Collaborate with other members of the NRI Senior Leadership Team, NRI staff and Greenwich Research Innovation (GRI) to identify funding opportunities, prepare bids and manage research delivery.
- Lead and motivate Centre Leaders and Research Groups in developing and implementing strategic research plans.
- Assist the Faculty Associate Dean RKE in growing high-quality impactful R&KE in the Faculty of Engineering and Science.
- Work closely with the AD (RKE) and other senior staff in the Faculty of Engineering and Science, and where necessary, the DVC (RKE) to ensure the Institute's RKE plans fit into the overall Faculty and University strategy and that the proposed methods of delivery are effective from the perspective of the institution and staff.
- Oversee planning, preparations and reporting for REF and KEF submissions to maximise financial returns to the University.
- Promote and facilitate the development of a 'research culture' supporting RKE excellence. Activities might include, but not limited to, encouragement, for example, of seminars and working papers and encourage the wide dissemination of research output to practitioners and policymakers as well as academic audiences.
- Mentor and support less experienced colleagues as they develop their RKE activities.
- Oversee NRI's postgraduate research portfolio in terms of quality assurance of PhD students and their supervision.
- Raise the profile of NRI both in the UK and internationally, particularly by providing support and guidance to staff seeking to publish their research.
- Maintain individual research excellence and manage a portfolio of externally funded research and/or knowledge exchange in the job-holder's area of expertise.
- Represent the Institute at external events at faculty and University committees/boards; lead on specific strategic initiatives as agreed with the Director of NRI; line manage agreed functions/operations; deputise for the Director of NRI as required.

**Generic:**

- Clear recognition and esteem as an authority and leading figure by the international academic or community in their specific subject.
- Accountability for the acquisition and management of significant levels of external research resources.

- Maintain a high professional standing in their discipline and develop further their scholarly profile, including a program of high-quality research, disseminated primarily in high-quality refereed academic journals or similar avenues appropriate for the subject.
- Oversee Quality Management System procedures related to RKE, including policies, guidelines and standard operating procedures related to ethics, data management, intellectual property, publishing, laboratory safety etc.
- Maintain an overview of the welfare, progression, examination, and assessment of allocated students.
- To keep abreast of development within the disciplines and profession and seek continuous improvement of own professional practice.
- Undertake other such duties as may from time to time as requested by the Director.

### **Managing Self:**

- Develop expertise in research-led teaching with an increasing degree of autonomy.
- Keep abreast of developments within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development framework activities.
- Behave in a manner which reflects NRI and the University's values and create a positive environment for work and study.
- Maintain a high standard of student engagement and satisfaction.
- Seek to maximise the learning outcomes of students.

### **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 perform 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 practices 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 line manager or appropriate senior manager, commensurate with the grade. (Any other duties commensurate with the post and grade as agreed with the NRI Director, PVC of the Faculty and the Deputy Vice-Chancellor).

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 NRI delivers the required level of service.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the NRI Director as part of the post holder's annual Appraisal and Professional Development Review and with due regard to NRI's and the University's KPIs.

**KEY RELATIONSHIPS (Internal & External):**

- External partners in funding agencies, government, civil society, private sector and academic institutions; Advisory Board Members.
- NRI and University staff including NRI Senior Leadership Team, NRI Academic and Professional services staff, Vice Chancellor's Executive, senior leaders in the Faculty of Engineering and Science and other faculties in the university, UoG legal Counsel, Greenwich Research and Innovation.

**PERSON SPECIFICATION**

**EXPERIENCE:**

**Essential Criteria**

- Proven track record of leading and winning externally funding research projects.
- Experience of strategic planning and managerial leadership of RKE in an academic/similar context.
- Proven track record of working with and managing complex, diverse public and private sector stakeholder relationships at national, regional and/or international levels.
- Experience working with funding agencies and funders related to research, innovation, humanitarian aid or international development.
- Management of staff and/or resources at an appropriate level within a research environment.
- Significant and sustained and international RKE profile in a field relevant to the work of NRI.
- Achievement of international recognition in at least one area of RKE relevant to the work of NRI and commensurate with the requirements for a professorial role at the University of Greenwich.

- Experience of leading/managing research that includes a range of disciplines including natural sciences
- Experience of oversight of laboratory and research infrastructure supporting research in a range of disciplines
- Proven track record of delivering a significant and sustained body of research impact.
- Successful supervision at doctoral level.

### **Desirable Criteria**

- Significant leadership of large RKE projects.
- Experience of the UK Research Excellence Framework and the Knowledge Exchange Framework.
- Evidence of innovation in strategic research
- Effective financial and resource management and a working knowledge of the processes of peer review used by a variety of funders.

### **SKILLS:**

#### **Essential Criteria**

- Leadership skills
- Demonstrable ability to command the confidence of staff in a research/academic setting.
- Excellent teamwork, network and facilitation skills
- Good IT skills.
- Good interpersonal, communication and influencing skills.
- Good organisational skills.
- Record of publication in international journals with excellent recognised impact factors.
- Entrepreneurial approach such as the generation of significant grant funding for research and/or knowledge exchange.
- Ability to work effectively and deliver under pressure.
- A professional presentation of self.
- Ability to be flexible and work as part of a team.
- Attention to detail and commitment to quality.

#### **Desirable Criteria**

- Experience in change management.

### **QUALIFICATIONS:**

#### **Essential Criteria**

- PhD degree relevant to the scope of work covered by NRI.

**Desirable Criteria**

- Postgraduate teaching qualification.

**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.
- A leadership style that supports NRI's and the University's values
- Willingness to travel overseas on a regular basis

**Desirable Criteria**

- N/A