



## Job Description

<b>Post/Job Title:</b>	<b>Interim Head of Research Development &amp; Support</b>
<b>Postholder:</b>	
<b>Ref:</b>	<b>RDS81</b>
<b>Location:</b>	<b>Studland House</b>
<b>School/Professional Service:</b>	<b>Research Development &amp; Support</b>
<b>Normal hours per week:</b>	<b>Full-time</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>Grade 10</b>
<b>Accountable to:</b>	<b>Chief Operating Officer/Pro Vice-Chancellor (RKE)</b>
<b>Responsible for or supervises:</b>	<b>RDS</b>

### **Job Purpose**

The Head of Research Development & Support is the key interface between the RDS and the rest of the University and supports the University Executive Team (UET) and other senior academic colleagues to develop and implement the University's research agenda and strategy, enabling the University to meet its strategic aims and performance KPIs, and ensuring excellence and efficiency in the delivery of research support. The post-holder advises the Chief Operating Officer/Pro Vice-Chancellor (RKE) on strategic management issues relating to the resource operation of the RDS, including the financial and staffing implications, and advises on the external research environment. The post-holder oversees research and knowledge exchange support to ensure service excellence is delivered by the department.

### **Main Responsibilities**

1. Work with the UET and senior academic colleagues to review and develop institutional and local research and knowledge exchange policy and strategy in response to changes in the internal and external environment.
2. Work with the UET and senior academic colleagues to develop strategies, policies and initiatives to maximise the University's research and knowledge exchange portfolio (outputs, income, impact, etc) and its ability to exploit research outcomes. Implement and monitor these initiatives to ensure effective contribution to the University's research and knowledge exchange agenda. Ensure projects comply with defined criteria and deliver according to timescales, analysing and quantifying risk.
3. Advise the UET, and work with PRIME, to establish and maintain appropriate metrics for defining, measuring and ensuring achievement of research and knowledge exchange KPIs and PIs. Ensure that research and knowledge exchange performance is monitored on a regular basis against appropriate benchmarks and the results and implications are understood by senior managers. Ensure regular external benchmarking exercises are undertaken.
4. Promote research support to the institution and create a culture where staff at the University respect and value research support service work and staff.
5. Establish and maintain an effective, efficient and well-respected research support service. Create a culture in the RDS in which staff want to work and to which they wish to contribute, based on the delivery of excellent service.
6. Lead the process of mapping, reviewing and reformulating research and knowledge exchange support service functions and ensure that processes support effective delivery of the functions. Maintain an

- expert level of knowledge of sector developments in research and knowledge exchange and ensure changes in the external environment and in institutional plans are reflected in the RDS structure.
7. Plan and lead preparation for the Research Excellence Framework (REF), to include final submission. Work with the REF Steering Group and REF Committee to devise strategies to maximise performance in the REF and develop long-term strategy in relation to research assessment.
  8. Develop strategies and initiatives that maximise the University's chances of success with winning external research and knowledge exchange funding (targeting areas of strength, identifying and nurturing talent, sharing good practice, etc).
  9. Further develop costing and pricing strategies to maximise the University's success in securing research and knowledge exchange funding.
  10. Be responsible for the management and coordination of statutory research and knowledge exchange returns, such as the REF, KEF and HE-BCI, ensuring compliance with external audit requirements, setting and managing the project plan, identifying staff to be involved, and optimising the University's return wherever possible. Ensure the University is positioned to respond efficiently to any future exercises. Ensure that all submitted data stands up to scrutiny and can be re-built if necessary.
  11. Draft and advise on institutional responses to national research and knowledge exchange policy consultations.
  12. With support from the business accountant, manage the financial resources in the RDS to include producing and reforecasting the budget, costing special projects and initiatives, and ensuring compliance in the RDS with University systems, processes and regulations. To include Research England grant funding, such as QR and HEIF.
  13. Chair the RDS Executive and lead service organisation and delivery, to include the annual business planning exercise.
  14. Member of the University Leadership Team, Senate, REF Committee, TRAC Steering Group, and External Engagement Management Group. Secretary to the University Research and Professional Practice Committee, REF Steering Group, and Compliance & Licensed Activities Committee.
  15. Share good practice internally and externally, to include conference presentations.
  16. Undertake any other reasonable duties as requested by the Chief Operating Officer.

### **Organisation Chart**

The Head of Research Development & Support is line managed and led by the Chief Operating Officer/Pro Vice-Chancellor (RKE) and provides leadership to the Research Development & Support Team (c. 45 staff). The post-holder has direct line management for the Senior RDS Manager, Funding Development Manager, Research Excellence Manager, and Operations Officer.

### **Dimensions**

The post-holder is responsible for managing the department's budget (including the Research England RKE grants), usually in the region of £7m per year. The post-holder has budget approval in line with grade for RDS expenditure as well as income and expenditure for all research and knowledge exchange project budgets across the University (c. £7m per year).

### **Contacts**

**Internal:** University Executive Team, University Leadership Team, University Research and Professional Practice Committee, REF committees and REF UOA Leaders, executive deans, deputy deans, head of external engagement, academic colleagues, senior staff in all professional services and faculties.

**External:** Regulatory, policy and funding bodies such as the external REF team, Research England, HEPI, ARMA, UUK and HESA, research and knowledge exchange funders, colleagues at other universities, external auditors.

### **Challenges**

The role and function is vital in order to help meet strategic research and KE targets in an increasingly competitive external environment. Many of the tasks required involve regular review in order to establish more effective processes and infrastructure and to drive change in institutional behaviours. The role requires a high-level of expert knowledge of the University's processes and of the external research and KE environment.

## **Information Governance Responsibilities**

### **SIRO**

Overall risk owner for all information within BU.

### **Data Owner**

Ensure relevant Information Governance policies are enforced, and any issues are resolved or escalated to the University Leadership Team (ULT).

Identify and manage data protection risks for their respective data.

Determine and approve the usage / access / retention / destruction requirements.

### **Data Steward**

Inspect, manage and monitor Information Governance compliance within their area.

Identify and manage data protection risks for the data used within their team/function.

Supervise what data is stored where, in what format and its quality throughout its lifecycle through to its appropriate deletion/destruction.

Ensure access is provided where there is a clear justification and removed when it is not required.

Ensure appropriate safeguards are in place to protect data (e.g. physical and technical controls, and local processes and procedures are development, implemented, followed and regularly reviewed).

### **Data User**

Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **Additional Information**

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

**June 2023**



## Person Specification

Post / Job Title: Head of Research Development & Support	Post No: RDS81
School / Service: RDS	Date: June 2023
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Postgraduate degree or appropriate work experience	E
Thorough knowledge and understanding of higher education research funding environment including Research England, REF, KEF, HE-BCI. An awareness of current and future sector-wide issues that are pertinent to BU research aspirations.	E
Substantial involvement in large organisation-wide assessment returns to major government or funding bodies	E
Significant experience of budget and financial management, managing change and strategic planning	E
Ability to assimilate large amounts of complex information and to strategically assess and identify salient issues for BU in a timely fashion	E
Evidence of ability to successfully lead the implementation of large organisation-wide systems and procedures	E
Evidence of ability to effect procedural change that underpins achievement of institutional strategic aims	E
Experience of assessing and identifying risks arising from management information relating to current and anticipated activities	E
Previous experience of successful leadership, staff management and development	E
Ability to run a service that is effectively reviewed to ensure it is maintained at optimal level	E
Thorough working knowledge of Bournemouth University's infrastructure and procedures	D
Evidence of existing HE sector working party or committee membership	D
Evidence of improving success rates for research and/or KE proposals	D
Skills	
Proven experience of working with different stakeholders to bring about change, including situations where the change agent has either unlimited or limited formal power and authority	E
Excellent verbal and written communication skills, including the ability to communicate effectively with senior figures both internal and external	E
Excellent IT skills, including word processing, spreadsheets, databases, email and internet applications, with the ability to learn new packages quickly	E
Excellent numerical skills, ability to analyse and interpret quantitative and qualitative data including financial data, identify trends and make recommendations	E
Excellent project management skills, including the ability to produce high quality work under pressure and to meet tight deadlines.	E
High level of organisational and planning skills, being able to manage a number of tasks simultaneously	E
Attributes	
Highly motivated, self-driven and flexible with the ability to interact with colleagues at all levels	E
Strong persuading and influencing skills	E
Ability to develop, train, support and mentor a team of staff	E
Ability to question and think creatively	E
Commitment to delivering Service Excellence	E