

**University of Derby Job Description**

# **Job Summary**

## **Job Title**

Innovation and Research Strategic Delivery Manager

## **College/Department**

Innovation and Research

## **Location**

Kedleston Road, Derby, DE22 1GB

## **Job Reference Number**

0050-25

## **Salary**

£42,791 to £45,955 per annum (for exceptional performers, there is scope for further progression up to £61,235 per annum)

## **Reports To**

Associate Provost - Innovation and Research

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

This role will lead a core strand of activity within the Innovation and Research (I&R) portfolio. The postholder’s key focus will be to support the University to improve its performance and ensure effective delivery of the strategic delivery plans for research and knowledge exchange (KE).

This post will play a key role in the development and delivery of the refreshed University I&R and Research Excellence Framework (REF) Strategies, developing and managing the REF elements of the Research Information System to provide effective monitoring and performance reporting across the I&R portfolio. This will include management of the I&R data capability/performance analytics to drive improved performance in the I&R Strategic Priorities, working closely with key stakeholders to influence and drive culture change around research across a range of academic and professional services staff across the University.

## **Principal Accountabilities**

1. Work as part of the Innovation and Research (I&R) Team to build relationships with key stakeholders internally and externally.
2. Act as an authoritative influence across the University regarding research and other key I&R external requirements such as the REF return.
3. Collaborate with key stakeholders across the University to challenge and support practice in order to promote and enhance high-quality research activity.
4. Take a lead role in driving, evolving, and embedding further the University’s research culture to support institutional goals. In doing so, to identify opportunities for continual improvement in the approach and tools used by I&R.
5. Lead on the development of robust tools to support key decision making.
6. Work with Strategic Insights and Planning (SIP) to ensure alignment of I&R Performance targets with the cross-University Performance targets.
7. Lead on the effective curation of REF data, appropriate management of data and compliance with external agency requirements e.g. Research England.
8. Support risk identification and escalation within the remit of the role.
9. Deputise for the Associate Provost, Innovation and Research, where required by supporting management of strategic relationships and the profile of I&R in relevant projects/groups/meetings.
10. Oversee the preparation and submission of external statutory submissions such as REF through the governance structure.
11. Lead and manage the development, delivery and maintenance of I&R’s Research Information System and interfaces.
12. Regularly solicit feedback on operating procedures to ensure issues are captured, and that development opportunities for future enhancements to processes and guidance are optimised, liaising with stakeholders as appropriate to optimise the use and benefit of such systems.
13. Contribute to the development and delivery of research information system training materials in consultation with relevant I&R colleagues.
14. Support the I&R Senior Leadership Team in continuously improving the services provided by I&R, making suggestions for improvement and proactively implementing service, process and documentation improvements.
15. Engage with external research management associations (e.g. ARMA) to gather and maintain sector intelligence.
16. Manage the I&R Administrator and oversee the I&R Data Administrator.

## **Person Specification**

### **Essential Criteria**

#### Qualifications

* Undergraduate degree or equivalent experience

#### Experience

* Demonstrable experience working in a relevant field relating to research and knowledge exchange
* Operational planning, management and business process experience
* Demonstrable experience in successfully leading a team to deliver effectively, acting as a role model and maintaining team focus on strategic objectives
* Experience in supporting the operations and maintenance of digital systems
* Experience of developing effective action plans to meet strategic priorities, particularly those around research
* Experience of identifying and implementing efficiencies in processes and driving continuous improvement
* Excellent administrative and coordination experience
* Experience of proactively managing data collection processes for external submissions such as REF, and of using data and information effectively to set and monitor delivery objectives
* Experience of reviewing administrative procedures and processes e.g., REF submissions, with the ability to generate new ideas and support change management so processes remain fit for purpose and future-focused

#### Skills, knowledge & abilities

* Comprehensive knowledge of REF and the wider research and KE environment
* Excellent communication, networking and influencing skills and the ability to build and maintain strong working relationships with senior stakeholders
* Strong analytical, problem-solving and communication skills
* Ability to work collaboratively across organisational boundaries, with the capacity to be a constructive team player
* Proven ability to coordinate/manage resources, formulate and lead on effective plans and deploy in a timely manner
* Excellent organisational skills and attention to detail
* Ability to assess issues, risks and opportunities and take appropriate actions
* Confident and engaging presentation skills
* Able to produce written reports to a high standard, including appropriate data analysis

#### Business requirements

* Can take responsibility and be flexible to work across teams when needed

### **Desirable Criteria**

#### Qualifications

* Postgraduate qualification
* Studying for or achieved a recognised research administration qualification

#### Experience

* Experience of coordinating multiple activities at the same time
* Experience of working with industry stakeholders, building excellent client relations

#### Skills, knowledge and abilities

* Excellent knowledge of administrative support processes and activities e.g. business systems, finance, procurement, HR

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).