JOB DESCRIPTION

Post Title:	Research Division Leader
School/Department:	
Reports to:	Head of School
Responsible for:	N/A

Purpose

Research leadership: Setting the Research Division's long-term vision and distinctive research agenda, and providing the leadership and mentoring to create and support a vibrant and sustainable research portfolio.

Main duties and responsibilities

Vision & Distinctiveness

- Setting/evolving a vision and key objectives for the Research Division that are driven by our distinctive research strengths, and reflect the broader research and innovation landscape and related opportunities, stakeholder needs, and the University's research strategy.

Leadership & Mentoring

- Providing the research leadership and mentoring to deliver the Research Division's vision and key objectives.
- Support the development of Early Career Researchers in the Research Division.
- Implementing the annual Personal Research Planning process, supporting individual researchers in the development of their plans and providing guidance. In consultation with the Head of School, providing feedback to individual members of staff.
- Chairing the Research Division's Research Committee.

Sustainability & Vibrancy

- Developing a research strategy for the Research Division, and identifying, together with Heads of School and Research Dean, targets for research income, research outputs, and impact.
- Informed by the outcomes of the Personal Research Planning process, producing annual research division operational plans to deliver towards the vision, key objectives and targets set for the division.
- Working with the Research Dean(s) to further develop and enhance the research theme(s) to which the Research Division contributes, such as encouraging and engaging in cross-disciplinary research activities.
- Identifying and facilitating access to appropriate funding sources, and implementing effective peer-review processes for grant proposals in the Research Division.
- Implementing a publication support and evaluation process for the Research Division and reporting on progress through the Research Outputs Support System (ROSS), and ensuring that compliance with the University's policy on Open Access.

- Working with Research Dean to identify required support from Central Services for specific projects.
- Working with the School/Department Director of Postgraduate Research Studies, to ensure that postgraduate research students are fully integrated in the research culture of the Research Division.
- Ensuring that research carried out within the Research Division complies with the University's Quality Assurance, ethical and research data management policies.

Supervision received

The Research Division Leader will be line managed by the Head of School and supported by the Research Dean.

Supervision given

There are no specific line management responsibilities, but the Research Division Leader will be expected to provide leadership, guidance, mentoring and support to research active members of staff. The Research Division Leader will work alongside the Head of School, who will have line management responsibility for individual staff members.

Contact

Academic staff within Research Division

Relevant Head of School/s

Research Deans

Research Division Leaders in the theme

Research support central services (R&E, PSO, MCE, KTC, etc.)

External bodies relevant to the Research Division

Terms and conditions

The term of appointment will be three-years in the first instance.

This is a leadership role to be undertaken in conjunction with regular academic activities. A set honorarium is not attached to the role.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: September 2018

PERSON SPECIFICATION

Job Title	School/Department
Research Division Leader	

Criteria	Essential	Desirable
Skills Required	• Ability to articulate a vision for the RD and how this can be achieved • Ability to influence and communicate university research priorities • Ability to work with colleagues in the Research Division, research theme, and wider university. • Ability to support the development of researchers at different career stages	• Experience of inter-disciplinary research
Attainment	• Recognised record of research excellence, evidenced by a track record of 4* and 3* research outputs	• Record of obtaining external research funding • Experience of non-academic impact
Knowledge	• Knowledge of university research management processes • Knowledge of RD-relevant funding environment • Knowledge of REF-related processes	• Knowledge of relevant external non-academic stakeholders
Relevant Experience	• A strong track record of research for publication	• Experience of engaging with research funding bodies • Previous administrative or managerial experience at Department of School level
Disposition	• To be fully committed to the research success of the Research Division • Willingness to provide leadership in research • Committed to mentoring and supporting the development of others • To be fully committed to the University Values and Behaviours	

Other	• The role will require working closely with the Head of School and Research Deans	

Completed by: PVC R&I	Date: September 2018