

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	Head of Research Support & Knowledge Exchange
<b>Institute/Service:</b>	Research & Knowledge Exchange & Graduate School
<b>Job Grade:</b>	Grade 09
<b>Job Family:</b>	Services
<b>Job Location:</b>	Carlisle or Lancaster
<b>Responsible To:</b>	Director of Applied Research & Knowledge Exchange
<b>Responsible For:</b>	Senior Research Officer Senior Research Officer - Development Senior KE Officer Senior Innovation & KE Officer Senior RKE Financial Officer Senior RKE Officer
<b>Role Purpose:</b>	
<p>Through the Research &amp; Knowledge Exchange Directorate and the Graduate School (RKE-GS), this post is responsible for leading and managing University-wide operations in strategic and operational support of research and knowledge exchange and the implementation of the university's institutional Research and Knowledge Exchange plan.</p> <p>The operational support provided to the University and the academic community therein will be internally aligned and orchestrated and include administrative, financial, governance, compliance and systems based elements of service delivery.</p> <p>In terms of research, you will lead the internal development and implementation of support for the end-to-end research journey by enabling quality restrained service provision based on best practice in the sector and facilitating a concomitant transformational change in culture.</p> <p>In terms of Knowledge Exchange, you will ensure that a service operation is developed and implemented to support academic colleagues and the University more holistically in their productive engagement with businesses, third sector and public organisations in the region, nationally and internationally.</p> <p>Overall, the role will champion the research and knowledge exchange agendas, develop the academic culture accordingly, enable growth in quality and income generating activities to deliver outputs and impact, consequentially, this post would therefore contribute to enabling a clear research and knowledge exchange identity for the University of Cumbria and an enhancement of institutional reputation.</p>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
<b>1.</b>	<p>Leads on and manages through the directorate, provision of support for the entire academic research journey. This would include inter alia: applications for external research funding, administration of internal funding, development and implementation of new internal funding initiatives, interpreting and advising on terms of grant, co-ordinating complex, international or strategic funding agreements, providing support and advice to the Chair of the Ethics Panel, enforcing research policies and concordats e.g. costing and pricing, IP, ethics and integrity, HR Excellence in Research etc, curating outputs and impact and liaising</p>

	with funders of research and all other stakeholders on all research matters on behalf of the university including reporting on QR.
2.	Leads on and manages through the directorate, provision of support for the entire academic KE journey. This would include inter alia: brokering KE business arrangements on behalf of academic colleagues, negotiating KE contracts to ensure mutual benefit, developing a UoC costing and pricing framework for KE engagement, leading on strategic KE engagements on behalf of UoC, retaining oversight of project progress, leading on internal distribution of KE funds and identifying new opportunities for KE engagement.
3.	Leads on the development or procurement and management of all appropriate, effective and efficient systems, policies, processes and initiatives to ensure continuous evolution of the research and KE environments at UoC to meet the research and KE ambitions of Towards 2030.
4.	Leads on retaining implementation momentum and support for monitoring of the delivery of the academic RKE Plan and the Annual Operating Plan for RKE-GS.
5.	Leads in co-ordinating and ensuring timely preparation and submission to external research and KE quality/ impact assessments and compliance requirements such as ( <i>inter alia</i> ) external funder process audits, dipstick exercises, REF, KEF, QR, HEBCIS & HEIF.
6.	Leads in ensuring the directorate prepares for and meets all of its internal planning and governance requirements as and when appropriate including budget management, AOP monitoring and orchestration of contributions to all key meetings including the Research & Knowledge Exchange Committee (and its sub committees), Academic Board and Business Assurance Board.

#### **Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

#### **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

<b>Criteria for Grade 9</b> <b>Role Title: Head of Research Support &amp; Knowledge Exchange</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b> Educated to RQF Level 6 (degree level or equivalent) or equivalent experience.	Essential	Application Form
Professional qualification or membership of professional administration body such as the AUA, ARMA or PraxisAuril.	Essential	Application Form
<b>Experience</b> Extensive and highly developed knowledge of principle, theory and practice as well as an understanding of broader developments relevant to supporting research and knowledge exchange in a Higher Education setting acquired through progressively more demanding and influential roles.	Essential	Supporting Statement/ Interview
Significant experience and high-level expertise in: preparing for research and knowledge exchange submissions; interpreting the external policy landscape relevant to conducting research and knowledge exchange in HEIs; and effective strategy implementation.	Essential	Supporting Statement/ Interview
<b>Knowledge, skills and abilities</b> Skills to provide substantial contributions to leadership in the professional support of research and knowledge exchange operations including managing, motivating, and developing others.	Essential	Supporting Statement/ Interview
Ability to develop policy and strategy, and lead and manage others, working within broad parameters and policy guidance.	Essential	Supporting Statement/ Interview
Ability to manage high-profile change and large-scale, complex or multi-faceted projects.	Essential	Supporting Statement/ Interview
Ability to operate strategically and use highly-developed analytical skills to develop new approaches and ways of thinking.	Essential	Supporting Statement/ Interview
Ability to resolve issues and problems using own creative solutions.	Essential	Application Form/ Interview
Ability to negotiate, influence and persuade, including with key decision makers.	Essential	Interview
Ability to understand, conceptualise and interpret the requirements of others.	Essential	Application Form/ Interview
Understanding of how the core business areas of the institution relate to each other, and how wider HE and broader sector/commercial issues impact on work in own area. Work with and influence senior management.	Essential	Application Form/ Interview
Understanding of financial management and ability to manage and control budgets, resources, and funding.	Essential	Application Form/ Interview
<b>Other</b> Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a	Essential	Interview

healthy and safe working environment and the expected behaviours of an effective Leader.		
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