

Vice-Dean for Research and Knowledge Exchange

Workload provision: 0.6 FTE

Allowance of £6K per annum during the transition period (up to 2025)

Three-year term, renewable, and additional period of sabbatical on completion of role.



Purpose of the Post

The Vice-Dean for Research & Knowledge Exchange is a senior leadership role in the School. Reporting to the Executive Dean, the role works alongside other School Executive members to support the delivery of the school and University strategies. The Vice-Dean is responsible for leading the research and knowledge exchange portfolio across the school (and where appropriate across the University) and for encouraging, developing, and supporting high quality research, impact and knowledge exchange activities.

Key Tasks

Leadership

The role description below is intended as guidance for members of staff assuming this role and states broad duties, tasks and responsibilities but is not intended to be an exhaustive list.

1. Articulating and supporting the research culture in their School, through the development and implementation of the School research and knowledge exchange strategy in line with University strategy and priorities.
2. Contributing to the University's research leadership team, supporting the Senior Vice Principal in the development of plans, policies, and initiatives to develop the University's Research and Knowledge Exchange capabilities.
3. Lead the preparations in the School for any future Research Excellence Framework exercise;
4. Promoting and supporting a culture in which knowledge exchange is integrated into the academic environment. This may involve strengthening partnerships with other schools, interdisciplinary collaboration, and external agencies (both academic and non-academic);
5. Liaising with individual members of the School as appropriate to advise on maximising the impact of the individual's research;
6. Chairing the School Research and Knowledge Exchange Committee;
7. Representing the School on the University Research and Knowledge Exchange Committee and other Committees as appropriate.
8. Working with Catalyst Directors to link up and develop School and Catalyst research and KE strengths.
9. Overseeing the School's research bids and applications, and the internal academic review process prior to submission;
10. With the Executive Dean taking responsibility for the delivery of research income and reviewing performance against targets;
11. Encouraging and developing large scale research bids through building suitable internal and external interdisciplinary and professional networks;
12. Developing relationships with external partners, funders and supporters;
13. Supporting School grant holders where appropriate;
14. Enabling a Research & Knowledge Exchange support structure across the school including liaising with the school manager

15. Support efforts to improve University's returns to HE-BCI and KEF and support development of KEC.
16. Leadership responsibility for the production and maintenance of impact case studies and research impact evidence; Implementing the University's processes for recording developing impact case studies, and directing resources to the maturing of the most promising case studies.
17. Developing the School's Doctoral Programme, connecting this with the School's Research and Knowledge Exchange Environment
18. Support the School Research & Knowledge Exchange Leads
19. Coordination of School based research seminars, colloquia and conferences within the School;
20. Work with the directors of research centres and institutes within the School to agree priorities;
21. Dissemination of information about University strategies, policies, procedures and training opportunities related to research as appropriate;
22. Responsibility for due process in research ethics with respect to staff and student research, and chairing of School Research Ethics Committee, where appropriate;
23. Ensuring that the School's research is publicised and disseminated to foster interdisciplinary work, including development of the School's webpages concerning research activity, being the first point of contact for Royal Holloway's Marketing and Comms Teams for providing information about appropriate research news stories, and liaising with Research and Innovation as appropriate;
24. Encourage staff to evidence and track impact through publicity strategies, including website and social media marketing;

The appointee is expected to work closely with the SVP for Research, the Director of Research and Innovation and Research Finance team manager, developing school and other sub-strategies aligned with the University's strategic direction and plan, and to encourage positive engagement with the emerging institutional and national frameworks and policies for education.

The University values the development of academic leadership skills and is committed to providing a variety of opportunities for colleagues

- Vice-Deans and EDI Director roles provide opportunity to gain experience leading on a particular agenda.
- The Head of Department role provides opportunity to gain experience leading and managing resources.

Training and development support will be available.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Vice-Dean for Research and Knowledge Exchange

	Essential	Desirable
<p>Knowledge, Education, Qualifications and Training</p> <p>Educated to PhD level or equivalent.</p>	X	
<p>Skills and/or Abilities</p> <p>Excellent leadership and influencing skills which demonstrate the University's leadership behaviours at a senior level</p> <p>Ability to work independently and as part of a wider School leadership team.</p> <p>Excellent planning and organisational skills</p> <p>Excellent budget and resource management skills</p> <p>Ability to lead effectively, building trust, commitment and collegiality</p> <p>Ability to communicate effectively with key staff and student communities, and with external agencies.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<p>Experience</p> <p>Successful academic track record demonstrated through promotion to a minimum of Senior Lecturer and/or Reader.</p> <p>Experience of leadership, planning and organising activities within an academi, or similar context, such as through management of a major research grant, leadership of a teaching initiative or department, or a comparable role within the University or professional body.</p> <p>Demonstrable track record in effective management of staff to deliver key objectives</p> <p>Evidence of effective management of budgets and resources</p> <p>Proven experience in managing conflict and resolving difficult situations.</p> <p>Experience of supervising doctoral degrees to completion</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	

Other requirements		
Commitment to continued professional development	X	
Excellent understanding of equality and diversity legislation and good practice and evidenced commitment to its application	X	
Evidence of ongoing research activity, including recent outputs in the public domain of at least internationally-recognised quality	X	