

## JOB DESCRIPTION

<b>Job Title:</b>	Head of Strategic Grants
<b>Department / Unit:</b>	Research & Innovation
<b>Job type</b>	Professional Services
<b>Grade:</b>	9
<b>Accountable to:</b>	Director Research and Innovation
<b>Accountable for:</b>	Strategic Grants team
<b>Purpose of the Post</b>	
<p>The Head of Strategic Grants within Research and Innovation is a key role in ensuring the delivery of the College Research and Knowledge Exchange Strategy.</p> <p>The Head of Strategic Grants is responsible for providing strategic leadership of pre-award grant administration, research development and post award project management support and for maintaining professional links with key external agencies associated with research funding and policy to identify trends, opportunities and risks for the College.</p> <p>The Head of Strategic Grants will provide effective leadership and management to the Strategic Grants team and will work with the SMT to ensure compliance with relevant policies and to drive operational development necessary to support and increase the quality, number and value of research and research-related grants and contracts.</p> <p>Working closely with academic and professional services colleagues, the postholder will act as a champion for research management and administration excellence and ensure the provision of high level support and robust processes, systems and data.</p>	
<b>Key Tasks</b>	
<p><b>Research and Knowledge Exchange strategy</b></p> <ul style="list-style-type: none"> <li>• Initiate, develop and maintain productive links with key contacts in major research funders and policy makers to enable effective horizon scanning and understanding of funder and government priorities</li> <li>• Identify, develop and oversee key projects to support the College strategy, ensuring effective, efficient, and timely delivery</li> <li>• Lead the provision of proactive and flexible research development support to facilitate research and knowledge exchange activity and in line with College strategy</li> </ul>	

- Ensure the Strategic Grants team provides effective support for the Director of Research and Innovation, Senior Vice Principal (Academic) and other members of the University's senior leadership.

### **Leadership and management for the Strategic Grants team**

- Lead a high performing team to ensure that support provided by the team is developed, delivered and managed effectively and efficiently to a high standard and are aligned with the College's strategic objectives and targets for research, knowledge exchange and impact
- Lead the provision of a comprehensive, proactive and agile pre-award support service to facilitate the research and knowledge exchange activity of academic staff; ensuring all activity adheres to sponsor and university deadlines and policies.
- Lead the provision of a comprehensive, proactive and agile post award project management support service to facilitate the research and knowledge exchange activity of academic staff; ensuring a robust and flexible service.
- Ensure that relevant processes and policies are efficient, effective and delivered to satisfy stakeholder needs and lead business process and research systems improvement to drive efficiency and effectiveness, promoting a proactive, innovative and interactive culture within the team.
- Lead in raising the Department's and University's knowledge and awareness of external good practice and systems for research support and broader research management activities..

### **Management Information**

- Lead on the provision of robust management information and data relating to research and KE activity to support colleagues in establishing appropriate University strategies, targets and KPIs and providing regular feedback to senior management.

### **Business systems**

- Lead on the implementation and development of business systems that ensure probity and compliance with regulations of the College and external bodies
- Ensure that IT systems and infrastructure for research are fully exploited to maximise efficiency and deliver high quality, accurate research management information to drive performance enhancement and benchmarking of research activity.

### **College leadership**

- Act as an authorised signatory for applications, tenders and quotations, ensuring that risks are evaluated and managed appropriately.
- Undertake such roles and management functions as may be reasonably required by the Director of R&I, including participation in meetings and working groups within the University to which appointed or elected.
- Represent and deputise for the Director of R&I internally and externally as required, including regular attendance and active participation at senior stakeholder and steering committees and chairing regular working group meetings.

- Undertake, subject to the agreement of the Director, Research and Innovation, external activities which reflect well upon and enhance the reputation of the University.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with: academic colleagues, professional services, Senior Vice Principals, research leaders, funders and sponsors of research, external collaborators.

Internal:

- Senior Management Team
- Academic Schools – Administrative and Academic Staff
- IT Services
- Human Resources
- Finance
- Marketing & Communications

External:

- Relevant external networks
- Policy makers
- Funders and sponsors of research
- External collaborators.

## PERSON SPECIFICATION



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

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**Department: Research and Innovation**

	Essential	Desirable	Tested by (Application form, Interview, Test)
<b>Knowledge, Education, Qualifications and Training</b>			
High standard of education to degree level or equivalent experience with evidence of continued professional development.	x		Application form
Postgraduate level qualification		x	Application form
Extensive knowledge and understanding of the HE sector	x		App Form/Interview
<b>Skills and Abilities</b>			
Ability to provide strategic leadership, motivation and management for staff and teams	x		Application form/Interview
Ability to take a leading role on strategic or policy matters relevant to the post	x		Application form/Interview
Ability to build strong, credible relationships with funders and academic staff	x		Application form/Interview
Excellent interpersonal and organisational skills and ability to deliver to tight deadlines	x		Application form/Interview
Demonstrated proactive and solution focused approach, able to lead and inspire and proven ability to relate to others in different contexts and at different levels.	x		Application form/Interview
Excellent written and verbal communication	x		Application form/Interview
High level IT, numeracy and commercial skills	x		Application form/Interview
Proven strong project management, negotiation, influencing and communication skills	x		Application form/Interview
Strategic planning skills and experience of developing business plans		x	Application form/Interview
<b>Experience</b>			
Significant management experience in a professional service environment including creating a client-focused culture whilst operating efficient business process	x		Application form/Interview
In-depth knowledge and understanding of a range of significant funders of research and KE in the HE sector.	x		Application form/Interview
Experience and knowledge of the Research Excellence Framework		x	Application form/Interview
Comprehensive planning and operational management, including experience of leading business process change.	x		Application form/Interview
Experience of financial management of research grants and contracts	x		Application form/Interview
Experience of handling data and systems development		x	Application form/Interview
<b>Other requirements</b>			
Committed to personal development and interested in furthering a career in Research Management and Administration	x		Application Form/Interview
Travel to events and other external activities as required	x		Application Form