JOB DESCRIPTION

Job Title:	Researcher Development Manager
Department / Unit:	Human Resources
Job type	Professional Services
Grade:	8
Accountable to:	Head of Organisational Development and Diversity
Accountable for:	Not applicable

Purpose of the Post

This newly created fixed term role is to support the Human Resources Department in pushing forward key objectives in staff research environment in support of the College's research strategy. The post is initially for a period up until 31 July 2023 but may be extended subject to further funding being identified.

The post holder will be part of the Human Resources Department working alongside colleagues in helping to deliver a proactive and responsive HR service and undertaking other duties as and when required. The Human Resources Department is split into four divisions – HR Operations (including rewards and benefits), HR Business Partnering and Employee Relations, Organisational Development and Diversity and HR Systems and Business Improvement.

Key Tasks

Projects
- To be responsible for reviewing, identifying, designing and implementing outcomes in the development of a career pathway for researchers prior to lecturer level, working with key stakeholders including senior management, HR colleagues, academic staff, other professional services and trade unions
- To proactively lead the project identifying stakeholders, arranging and facilitating workshops and using own knowledge to input into design, aligning with College objectives
- To concurrently lead a project reviewing the College's use of fixed term contracts and its redeployment policy and procedures particularly with reference to researchers, to identify and improve the process and ensure a good understanding, effective implementation and compliance
- To develop and implement as applicable developments to researcher recruitment as identified from work undertaken on researcher recruitment project already completed
- To horizon scan across the higher education and wider environment to provide input on good practice
- To undertake other HR related projects in connection to the staff research environment as identified during the contract
- To undertake presentations to a wide range of stakeholders

Researcher Development

- To build relationships with key stakeholders in academic schools to identify professional and career development needs aligned with the College strategy, and form partnerships to propose solutions
- To lead on the review and further development of the Advance Programme, the College's professional development programme for research staff
- To propose, develop and deliver interventions to meet professional development needs through the Advance Programme
- To lead on scheduling and delivery of the Advance Programme
- To develop an Early Career Researcher forum to ensure that the ECR community is networked and part of the wider research community
- To identify and deliver opportunities for the ECR community to connect with each other and with relevant initiatives, and to engage with professional development opportunities

Operational

- To undertake operational work as required to allow for delivery of project work
- To ensure outcomes identified meet legislative, compliance and good practice requirements
- To develop management information and distribution methods to ensure success of project work
- To develop and maintain strong working relationships with a range of stakeholders both internal and external to the College

Reports and Committee support

- To prepare a range of briefings and reports for the relevant College committees and others as required

Training

- To assist in the planning and delivery of training, briefings, workshops etc. in relation to the role as necessary.

Other

- To develop and maintain professional networks and membership of best practice groups
- To ensure that the College's commitment to equality, diversity and inclusion is reflected in all aspects of work
- To build and maintain a network of internal and external contacts and to research best practice to bring forward ideas for continuous improvement in relevant to the role

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:
Senior Management, Academic Staff, other Professional Services colleagues including HR and Research and Innovation, trade unions, external networks including colleagues in other Universities and organisations

PERSON SPECIFICATION

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

Job Title: Researcher Development Manager

	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to first degree level or equivalent experience	X	
CIPD qualified to level 7 or equivalent experience	X	
Knowledge and understanding of the higher education sector.	X	
Excellent understanding of the common stages and transitions in a research career and the features of a positive research environment	X	
Recognised project management qualification ie Prince 2		X
Skills and/or Abilities		
Ability to lead on the design, development and delivery of interventions to address researcher development needs	X	
Excellent ability to prioritise effectively.	X	
Strong time management skills.	X	
Close attention to detail and ability to maintain work of a high standard	X	
Strong analytical and IT skills	X	
Strong presentation skills	X	

Experience		
Significant experience of successfully working in a similar role focusing on the development of the staff research environment	X	
Experience of working towards achievement of the HR Excellence in Research Award		X
Significant experience of successful project management to completion	X	
Experience of proactively leading on the design of policies, processes and structures and seeing them through to implementation	X	
Experience of working with trade unions		X
Significant experience of using reporting systems and management data to produce own reports to inform role	X	
Significant experience of applying employment legislation and best HR practice knowledge in a busy working environment	X	
Significant experience of working effectively with a wide range of stakeholders at different levels of an organisation to achieve desired results	X	
Significant experience of building strong working networks with others in the HR field and using these to benefit an organisation	X	
Significant experience of designing and delivering training as appropriate	X	
Other requirements		
Customer focused approach.	X	
Commitment to continued professional development	X	
Commitment to EDI and its implementation in aspects of role performance	X	

Date: 24/10/22