



JOB DESCRIPTION

Job Title:	Research Development Manager
Department / Unit:	Research & Innovation
Job type	Professional Services
Grade:	RHUL 7
Accountable to:	Senior Research Development Manager
Accountable for:	n/a
Purpose of the Post	
<p>This post sits within Strategic Grants team and is part of Research & Innovation. The post holder will play a key role in supporting the University's vision to grow its research and impact and to deliver its research strategy.</p> <p>The post holder will work alongside senior academic staff and research leaders to oversee the management and development of high-quality research grant proposals and ensure expert pre-award support and guidance for complex projects. This will require the provision of professional support in the stimulation of research activity, and the development and maintenance of strategic relationships with key funding bodies and partner organisations. The post holder will have experience of research funding and management and understanding of the funding landscape. They will also have experience of the preparation and submission of research grants.</p>	
Key Tasks	
<ul style="list-style-type: none"> a) Develop insight of the major UK funding organisations through analysis and detailed understanding of their funding priorities and plans to ensure that upcoming strategically important opportunities are anticipated and taken into account in the University planning cycle. b) Develop and maintain strategic funder relationships (UK funders). Act as a professional contact on behalf of the University, representing the University and its interests to maintain a network of funder specific contacts, including facilitating high level visits in order to influence and align funding opportunities with the interests and priorities of the University. c) Support teams of academics and relevant staff to create and champion high quality, high value funding proposals and management of the preparation process for major project proposals, working closely with senior academics, and 	

members of the University administration to ensure institutional support for projects of major strategic importance to the University.

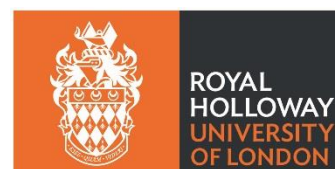
- d) Provide guidance in relation to national funding opportunities, university priorities and the funding environment, working closely with the Senior Research Development Manager to ensure effective dissemination and implementation.
- e) Foster new collaborations between academics and partners by facilitating research sandpits and provide support for other research development activities including events to promote multi-disciplinarity, research workshops and other training events.
- f) Support the development of transparent and efficient processes for the internal selection of proposals to funding calls from a specified list of funders for which the university is limited in the number of applications it can submit.
- g) Contribute, where appropriate, to proposals by aiding in the drafting non-technical and institutional strategic position content and ensuring it conforms to the evaluation criteria of the funding agency.
- h) Working closely with Research Services Officers in the development and review of research grant applications and facilitate the approval of grant awards on behalf of the University, liaising with the Research Contracts Team as appropriate and ensuring key obligations are communicated to and understood by investigators.
- i) Contribute to the provision of internal training courses or events to build capacity and share best practices in research culture and support proposal submission.
- j) Participate in relevant professional networks both internally and externally in order to develop policy and procedures related to managing and improving research proposals.
- k) Help identify and support opportunities for research impact and for exploiting intellectual property by liaising with other members of the Department.
- l) Carry out basic due diligence and compliance checks on strategic partners applications where applicable and in line with College policy
- m) Provide flexible support for other UK, EU and International funded applications when required for cover

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
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none">• The College Executive Team• Senior Management Team• Vice-Deans for Research• Research Committees• Academic colleagues• Professional services colleagues: Finance, Schools, Strategic Planning• ARMA• UKRI• UKRO• Learned Societies• National Academies• Peer Groups



PERSON SPECIFICATION

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

Job Title: Research Development Manager

Department: Research and Innovation

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to degree level or equivalent qualification or work experience in a relevant area	x		Application form
Postgraduate level qualification		x	Application form
Detailed and current knowledge of the research funding landscape (UKRI, EU, Government, Charities and other sponsors)	x		Application form and interview
Project management related qualification or equivalent CPD record.		x	Application form
Skills and Abilities			
Evidence of ability to develop strong relationships and effective interaction with senior staff in universities and other sectors (industry and charities)	x		Application form and interview
Demonstrable leadership qualities and strong interpersonal, communication and influencing skills.	x		Application form and interview
Ability to assimilate and analyse new and complex information, distil key issues and make recommendations for action.	x		Application form and interview
Ability to facilitate multi-disciplinary meetings and workshops.	x		Application form and interview
IT literate and competent, with experience of working with systems.	x		Application form and interview
Experience			
Experience of working in a professional Research Office in a research support or development capacity within a HEI or Research Organisation.	x		Application form and interview
Experience of supporting and drafting collaborative research funding applications with a proven ability to support high quality proposals.	x		Application form and interview

Proven experience of effective delivery of projects and proposals to deadlines with complex and diverse workload	x		Application form and interview
Evidence of supporting large scale grant applications		x	Application form and interview
Other requirements			
Self-awareness and a commitment to self-improvement and personal development	x		Application and interview
Ability to travel independently to attend meetings and training	x		Application and interview