Research Development and Knowledge Exchange Manager (Agrifood)
Research and Enterprise Directorate

Closing date: 25 February 2018
Interview date: 16 March 2018
Vacancy reference: 6406
INTRODUCTION

AgriFood is a key part of the University of York’s (UoY) research portfolio: in addition to RCUK, InnovateUK, H2020 and charities, significant research income derives from commercial contracts with major industries. “AgriFood at York” brings together our world-leading centres and projects to tackle global problems and links York’s research into the N8 AgriFood programme that York leads. The N8 is a partnership of the eight most research-intensive universities in the North of England: Durham, Lancaster, Leeds, Liverpool, Manchester, Newcastle, Sheffield and York. Multi-million pound funding was secured from the Higher Education Funding Council for England (HEFCE) to develop N8 AgriFood, a multi-disciplinary initiative aiming to transform food security research in the UK, and which runs from April 2015 – 2020. The programme will build on the N8’s research strengths in science, engineering and the social sciences to address key global challenges in food security, including sustainable food production, resilient food supply chains, and improved nutrition and consumer behaviours.

Funded through jointly through the N8 programme and UoY, this new post will be key in amplifying the social and economic impact of the research insights generated within the programme coupled with generating further research income, particularly in resilient food supply chains, and improved nutrition and consumer behaviours.

The role holder will be based within the University of York’s successful Research Development Team that works across all three Faculties building internal capability, seeking and fostering external partnerships, and managing a strong pipeline of large and strategically important research and knowledge exchange proposals. Members of the team are enthusiastic, highly-motivated individuals with the skills and experience to play a key role in helping academic leaders develop a world-class portfolio of research that has extensive impact. This is an exciting opportunity to make a major contribution to the delivery of the University’s Research Strategy and N8 AgriFood programme.
Main purpose of the role

The Research Development and Knowledge Exchange Manager (AgriFood) will be part of a vibrant team of seven further RDMs and associated administrative support posts. The team works closely with other research support professionals at the University including departmental research facilitators, the Business Development Team, the Office for Philanthropic Partnerships and Alumni and the International Relations Office. The role holder will also work closely with two further N8 AgriFood-funded Knowledge Exchange Fellows.

You will work closely with the Director of AgriFood at York and N8 Research Chair, Professor Bob Doherty and the AgriFood at York Steering Group to take a prominent role in supporting strategic thinking; in expanding research and related opportunities across the faculties; in supporting the development of knowledge and impact; and by providing effective ‘hands-on’ support to academics in the development of their applications. You will also support the York AgriFood Theme leads, helping shape and deliver their interdisciplinary programme of activities.

You will help identify topics in the AgriFood area where York can make a significant research contribution; gain and share knowledge of our capabilities; help ‘translate’ between the disciplines to build research capacity; engage with funders and anticipate, identify and develop opportunities; develop networks and collaborations; and help to promote a vibrant, innovative and impactful research culture.

You will proactively foster new partnerships between academics and external stakeholders (e.g. NHS Trusts, businesses, policy makers, Government departments, charities and regional economic bodies) to drive research and generate income streams. This will include understanding stakeholder needs; taking a lead in building good networks; designing, organising and facilitating events; ensuring that regular appropriate contact is maintained.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

Research Development

- Support strategic thinking and the development of new research and knowledge exchange in the AgriFood research area across all relevant disciplines, regardless of faculty or department.

- Co-ordinate flexibly with support colleagues at the University of York and wider N8 AgriFood support staff and secretariat to ensure that comprehensive cover is provided for the AgriFood at York initiative.

- Develop effective working relationships with significant funders of research as required and be responsible within the Research Development Team for building a relationship with key academics across the N8 AgriFood programme at other institutions.

- Undertake capability analysis of York’s relevant strengths and proactively scan funding opportunities to match these to core capabilities at the University.

- Play a role in the dissemination of information on AgriFood opportunities and activities, internally and externally, including non-academic stakeholder engagement.

- Advise on structure of proposal preparation meetings for potential York-led bids and attend as appropriate.

- Proactively foster new collaborations between academics and external stakeholders to drive research and generate income streams in the AgriFood area.

- Proactively manage the development of high quality significant research proposals. This will include planning timelines for proposal submission; project managing the proposal development; coordinating teams of academics, partners and administrators (particularly where the academics involved are drawn from multiple faculties); and reviewing proposals.

- Provide some direct writing support for these proposals (normally the non-technical aspects of the
proposal that might include: Pathways to Impact, Resource Justification, Project Management and Partnership activities with potential users of the research).

- Support institutional bids for external funds to prime research capacity.
- Work with colleagues to share intelligence, provide coordinated support for significant research related proposals across the full range of professional services and ensure compliance with University policy and processes.
- Ensure that funded applications are successfully transferred to the ongoing project manager.
- Help identify commercial opportunities for exploiting intellectual property within Departments and transition to staff in the Business Development team.

**General**

- Work with, and as appropriate coordinate, Faculty and Departmental research support staff to help ensure effective research support is provided.
- Take responsibility for agreed projects to support implementation of the University Strategy.
- Establish and maintain systems for monitoring outcomes as required for internal and external reporting requirements.
- Work with colleagues to promote the University’s research strengths, raise awareness of the research impact and innovation agenda and key opportunities/activities.
- Assist in the delivery of relevant staff training related to the development of research proposals and research impact.
- Attend relevant Faculty meetings and contribute to Faculty research development.
- Work with colleagues to further develop the services of the Research Development Team.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## PERSON SPECIFICATION

### Qualifications

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree in a relevant discipline</td>
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<tr>
<td>Postgraduate degree or PhD in a relevant discipline or equivalent professional qualifications or experience.</td>
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### Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>An appreciation of the process by which academic research is conducted and translated into policy, practice or product, together with the role of different stakeholders in this process</td>
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<td>Knowledge of funding agencies and available funding streams for research and the processes of applying for research funding</td>
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<td>Significant working knowledge of an agrifood-related discipline</td>
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<td>Knowledge and understanding of the broader HE sector, including PhD funding and knowledge transfer</td>
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<td>Understanding of ‘real world’ research user needs</td>
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### Skills, abilities and competencies

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<th>Essential / Desirable</th>
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<tr>
<td>An excellent communicator with ability to present strategic vision, objectives and operational detail to a variety of internal and external audiences</td>
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<td>Ability to liaise at all levels both internally and externally and build good working relationships</td>
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<td>Ability to build rapport and influence others</td>
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<td>Ability to resolve complex problems through analysis, sound judgement and flexible pragmatic approach</td>
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<td>Well organised, with ability to prioritise work effectively and to work under pressure to tight deadlines</td>
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<td>Ability to source and handle data confidently</td>
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<tr>
<td>Ability to use technology and applications innovatively to support effective and efficient and/or inform strategic decision making</td>
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<td>Experience of navigating research culture, policies and processes in a complex organisation</td>
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<td>Experience of finding partners, building and sustaining networks</td>
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<td>A demonstrable track record of developing large scale funding bids and in assisting others to secure research funding from a variety of different sources</td>
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<td>Experience of planning, organising and facilitating workshops or collaborative events in a variety of formats to suit the purpose</td>
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<td>Experience of knowledge exchange activities</td>
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<td>Experience of interdisciplinary research activities</td>
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<td>Personal attributes</td>
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<td>A broad outlook able to bring together the cultures across academic disciplines and between academia, industry, charities and the public sector</td>
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<td>A positive, 'can do', enthusiastic and resilient attitude</td>
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<td>Self-motivated and happy to work independently and as part of teams of varying composition and cohesion</td>
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<td>A creative approach with an ability to think laterally to spot potential connections and opportunities</td>
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The Research Development Team is a section within the Research and Enterprise Directorate.

The Research and Enterprise Directorate is the University department responsible for central management of the University’s activities and strategy in research and knowledge exchange, and for providing comprehensive support to academic departments in their research and impact activities. Its primary purpose is to mobilise the University’s research and knowledge base in pursuit of excellence and financial sustainability, and to ensure that its research skills, knowledge and know-how benefit external users. In an environment of high competition for research funding and rapid change in funder expectations of Higher Education institutions, the Directorate leads operational change management in order to ensure that York remains competitive and successful in research and knowledge transfer.

Research and Enterprise objectives

- To provide an environment for research that maximises research excellence and its social and economic impact, and promotes staff recruitment and retention
- To help academic departments increase the volume of their research and knowledge exchange income
- To manage efficiently the administration of grants and contracts

To manage and assist the governance of University-level procedures around research and enterprise

To manage the reporting and control framework to support all the University’s research grant activities

To develop income-generating relationships between the University and external partners including businesses

To increase the volume and quality of the University’s Continuing Professional Development offering

To support the University’s role in regional economic development

To foster a culture of societal impact and enterprise amongst staff

Services provided

- Pre-award support for application development and submission
- Research related contract/agreement review, drafting and negotiation
- Financial administration of the University research grant and contract portfolio, including responsibility for claims
THE DEPARTMENT

- Development and support for University-wide policies and systems for managing and reporting on research and knowledge exchange activities
- Training and guidance for academic and support staff and students involved with research
- Promoting and marketing the University’s research base and its technical facilities to external organisations
- Developing financially beneficial research links with public and private sector bodies
- Working with external partners to create sustainable enterprises through knowledge transfer, innovation and collaboration
- Protection and exploitation of the University’s intellectual property
- Acting as the University’s key point of contact with regional and national agencies involved in economic development
- Supporting the development and administration of Continuing Professional Development programmes for business, public and third sector employees

The Research Development team works with the Pro-Vice Chancellor for Research, the Research Champions and the Associate Deans for Research to develop approaches to nurturing research capacity and winning external research funding, consistent with the University Research Strategy.

**AgriFood Research at the University of York**

An interdisciplinary, multi-stakeholder design is at the heart of York’s response to the global challenges of sustainable food production, supply, and consumption. Our international strength in soil science, crop genetics and the socioeconomics of supply chains, coupled with expertise in valorizing food supply-chain waste and the interdisciplinary study of resilient supply chains across the food industry, means we have a strong track record of leading large, complex, innovative and collaborative research projects and in informing policy at the regional and central government level.

AgriFood at York brings together our world-leading centres and projects to tackle these global problems and links York’s research into the N8 AgriFood programme. N8 AgriFood has three inter-connected multi-disciplinary themes, addressing key challenges in Sustainable Food Production, Resilient Supply Chains and Improved Consumption and Health. AgriFood at York showcases funding and networking opportunities to bring new communities together.
Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2017 it is the home of more than 17,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities which appear in the world top 100 (2013-14) and 15th in the Times & Sunday Times league table (2016). The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding 12 awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University aims to offer a nurturing and supportive environment as an employer. Flexible working hours, nursery facilities, childcare vouchers, cycle to work scheme, generous holidays and an attractive pension scheme all make the University of York one of the region’s leading employers.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York's bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford's Tower and the Shambles - just a few of the many attractions.

But York isn't just a great place to visit - it's also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain's best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King's Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 6406
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 25 February 2018.

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Rachel.curwen@york.ac.uk or 01904 435124

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0)1904 324835