Research Development Manager
(Physical Sciences)
Research and Enterprise Directorate

Closing date: 11 June 2018
Interview date: 27 June 2018
Vacancy reference: 6662
INTRODUCTION

An exciting opportunity has arisen to join the University of York’s Research Development Team and make a major contribution to the delivery of the University’s Research Strategy. Working closely with the Pro Vice-Chancellor for Research, the Faculty Associate Deans of Research and Research Theme Champions, the team plays a key part in developing strategic thinking within and across all three Faculties. Working together to support interdisciplinary research, the team identify potential research collaborations across the faculties, seek out and foster external partnerships and help to develop a portfolio of large and strategically important research proposals.

The Research Development Manager (RDM) for Physical Sciences will join a highly successful team of seven existing RDMs and associated administrative support posts. Members of the RDM team are enthusiastic, highly-motivated individuals with a strong academic background and 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. 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 Global Engagement team.
Main purpose of each role

As a member of the Research Development Team, you will support the Pro-Vice Chancellor for Research, to build research capacity across the University and win external research funding, consistent with the University Research Strategy.

You will work closely with the Associate Dean for Research in the Faculty of Sciences and take a prominent role in supporting strategic thinking; in expanding research and related opportunities; in supporting the development of impact and providing effective ‘hands-on’ support to academics in the development of their applications. Together with the rest of the RDM team, you will provide support for the Research Champions in the development of interdisciplinary themes, helping shape and deliver their programmes of activities.

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

You will proactively foster new partnerships between academics and external stakeholders (e.g. businesses, Government departments, national institutes, 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 and, as appropriate liaising with academic consortia such as White Rose and the N8 Group of northern research-intensive universities.

Key responsibilities for each role

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

Research Development

- Develop strong working relationships with academics across the physical science disciplines and a good knowledge of their research.
- Undertake capability analysis of York’s strengths and proactively scan funding opportunities to match these to core capabilities at the University.
- Support strategic thinking and the development of new research and related activities, building from the relevant disciplines.
- Proactively foster new collaborations between academics and external stakeholders to drive research and generate income streams.
- 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); advising on and, where appropriate, facilitating project development and consortia meetings and reviewing proposals.
- Provide some direct writing support for the non-technical aspects of proposals.
- Work with colleagues across other professional services to provide coordinated support for significant research-related proposals and ensure compliance with University policy and processes.
- Develop effective working relationships with significant funders of research as required to enhance the University’s intelligence on funding opportunities and ensure that upcoming strategically important opportunities are anticipated and acted on.
- Be responsible within the Research Development Team for the University’s relationship with a key funder as required.
- Support and help develop institutional bids for external
funds to prime research capacity.

- Work effectively with colleagues in the Business Development team, helping to identify commercial opportunities to exploit intellectual property within Departments.

**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.

- 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.

- 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

<table>
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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tbody>
<tr>
<td>Degree in a relevant discipline</td>
<td>Essential</td>
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<tr>
<td>Postgraduate degree or PhD in a relevant discipline or equivalent professional qualifications or experience.</td>
<td>Desirable</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>
<td>Essential</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>
<td>Essential</td>
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<tr>
<td>Significant working knowledge of a health or physical science discipline and research</td>
<td>Essential</td>
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<tr>
<td>Knowledge of Physical Science disciplines and research</td>
<td>Essential</td>
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<tr>
<td>Knowledge and understanding of the broader HE sector, including PhD funding and knowledge transfer</td>
<td>Desirable</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>
<td>Essential</td>
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<td>Ability to liaise at all levels both internally and externally and build good working relationships</td>
<td>Essential</td>
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<td>Well organised, with ability to prioritise work effectively and to work under pressure to tight deadlines</td>
<td>Essential</td>
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<td>Ability to source and handle data confidently and to resolve complex problems</td>
<td>Desirable</td>
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<td>Ability to use technology and applications innovatively to support effective working</td>
<td>Desirable</td>
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## PERSON SPECIFICATION

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<th>Experience</th>
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<tr>
<td>Experience of navigating research culture, policies and processes in a complex organisation</td>
<td>Essential</td>
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<td>Experience of finding partners, building and sustaining networks</td>
<td>Essential</td>
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<td>A demonstrable track record of developing large scale funding bids</td>
<td>Desirable</td>
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<td>Experience of planning, organising and facilitating workshops or other collaborative events</td>
<td>Desirable</td>
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<td>Experience of interdisciplinary research activities</td>
<td>Desirable</td>
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<tr>
<th>Personal attributes</th>
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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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<tr>
<td>A creative approach with an ability to think laterally to spot potential connections and opportunities</td>
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THE DEPARTMENT

The Research and Enterprise Directorate is one of the University’s professional services departments and is responsible for central management of its activities and strategy in research, impact and knowledge exchange. 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. Headed up by the Director of Research and Enterprise and 2 Associate Directors, the department comprises approximately 80 staff and is divided into a number of teams:

The Business Development Team provides support to academics to develop impact from their research discoveries and expertise through commercial engagement.

The Continuing Professional Development Unit provides support to departments for the development and management of commercial CPD courses.

The Economic Development Team provides advice and support on Economic Development funding and helps promote the University to businesses and organisations across the region.

The IP and Legal Team provide contractual support for research, commercialisation and business development contracts.

The Research Development Team works with the Pro-Vice-Chancellor for Research, the Research Champions and the Associate Deans for Research to identify and develop emerging cross-institutional research strengths and strategic priorities and provide input into the creation and submission of strategically-important applications.

The Research Excellence Training Team provide training and development opportunities for all University researchers.

Research Grants and Contracts verify and submit grant applications, approve research-related contracts and provide financial management of live awards.

Research Strategy and Policy Office support the Pro-Vice-Chancellor for Research and the implementation of the University’s Research Strategy and provide expert advice in relation to research integrity, reporting research outcomes, impact and research strategy.

The Research Development Team members are aligned to Faculties and spend much of their time in departments working closely with the academics they support. The team come together regularly and the whole Directorate meet a number of times a year.
Physical Sciences Research at York

The Faculty of Sciences at the University of York consists of ten Departments/Schools: Biology, Chemistry, Computer Science, Electronic Engineering, Environment, Health Sciences, the Hull-York Medical School, Mathematics, Physics, and Psychology.

Physical sciences research is rooted within core intellectual disciplines, particularly Chemistry, Electronic Engineering, Mathematics and Physics, but the University actively facilitates researchers in crossing disciplinary boundaries to tackle major global challenges, provide innovative solutions and promote an international perspective. York’s funding from EPSRC currently consists of £42m of open research grants in addition to funding for Centres for Doctoral Training. Particular areas of research strength in the physical sciences include:

Quantum Technologies. Reflecting its leading expertise in quantum information theory, York is leading a consortium of eight universities and associated non-academic partners in the Quantum Communications Technologies Hub, holding £24m in EPSRC funding. The QComms Hub is exploring how quantum physics can be used to develop secure communications through quantum key distribution and other technologies.

Green Chemistry. The Green Chemistry Centre of Excellence (GCCE) is an internationally-leading academic facility for pioneering pure and applied green and sustainable chemical research through its technology platforms on microwave chemistry, alternative solvents, clean synthesis and renewable materials, holding £3.8m of open grants with the EPSRC. It has close links to York’s subsidiary company, the Biorenewables Development Centre, which provides contract research and scale up services to industry, and to the regional BioVale initiative to develop a bioeconomy innovation cluster in the region.

Plasma research. The York Plasma Institute has received generous capital funding support from EPSRC and currently holds £4m in open EPSRC grants. The Institute has a close relationship with the Culham Centre for Fusion Energy and strong connections to the international fusion programme, and is the base for the York-led CDT in fusion technology.

Nuclear Physics. York’s Nuclear Physics Group is world-leading in detector development and collaborates internationally on major nuclear physics infrastructure. Through its IAA-supported Nuclear Applications Enterprise Unit, the group is growing the commercial applications of its engineering capabilities with the development of detectors for a variety of purposes beyond “big science”.

Synthetic and Analytical Chemistry. The Chemistry Department has a strong focus on inorganic and organic
THE DEPARTMENT

synthetic chemistry as well as leading groups in structural biology and liquid crystals. The Department’s Nuclear Magnetic Resonance capability is among the best in the UK and York’s hyperpolarization research has received substantial EPSRC funding. Excluding Green Chemistry funding, the Department currently has an open EPSRC grant portfolio of £4.3m.

**Magnetic materials.** York has a strong position in theoretical and experimental properties of magnetic nanomaterials including £1.5m in open EPSRC funding and collaborates closely with the major international manufacturers of computer hard drives.

**Mathematics.** The Department of Mathematics hold expertise in a number of areas, including Number Theory (£1.6m grant from EPSRC) and Mathematical Biology and Chemistry.

In total, the Faculty of Sciences supports the research of more than 350 academic staff working together with 500 research staff, 500 support staff and ca. 800 postdoctoral research students. Combined research income has grown by ca. 25% over the last three years to reach £55m p.a. in 2016/17. All Departments hold Athena SWAN accreditation, including Gold awards in Biology and Chemistry. To find out more about the Faculty of Sciences and research within constituent Departments:

[http://www.york.ac.uk/about/departments/sciences/](http://www.york.ac.uk/about/departments/sciences/)
for example, are embedded in departments best suited to their disciplinary backgrounds and clinical expertise. York’s research environment empowers all researchers to seek advice from any colleague, allowing novel collaborations to flourish. Our research strategy builds on this tradition, with seven cross-cutting Research Themes, all of which can include biomedical and health activity.

- Creativity
- Culture and Communication
- Environmental Sustainability and Resilience
- Health and Wellbeing
- Justice and Equality
- Risk, Evidence and Decision Making
- Technologies for the Future.

The breadth of our research is reflected in a rich and diverse set of external partners and funders, including substantial funding from the UK Research Councils, as well as the National Institute for Health Research, government departments and the Wellcome Trust.

Research in the Faculty of Sciences

The Faculty of Sciences at the University of York consists of ten Departments/Schools: Biology, Chemistry, Computer Science, Electronics, Environment, Health Sciences, the Hull-York Medical School, Mathematics, Physics, and Psychology.

The Faculty delivers excellent research that is firmly rooted within core intellectual disciplines and facilitates researchers in crossing disciplinary boundaries to tackle major global challenges, provide innovative solutions and promote an international perspective. Supporting focused intellectual activity and encouraging interdisciplinary research are seen as complementary processes, providing a distinctive and dynamic approach at which the University has long excelled.

The Faculty supports the research of more than 350 academic staff working together with 500 research staff, 500 support staff and ca. 800 postdoctoral research students. Combined research income has grown by ca. 25% over the last three years to reach £50m p.a. in 2015/16. All Departments hold Athena SWAN accreditation, including Gold awards in Biology and Chemistry. To find out more about the Faculty of Sciences and research within constituent Departments: [http://www.york.ac.uk/about/departments/sciences/](http://www.york.ac.uk/about/departments/sciences/)
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 6662
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 11 June 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
If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835