Director of Research, Innovation and Knowledge Exchange
Research, Innovation and Knowledge Exchange Directorate

Closing date: 22 August 2021
Interview date: 17 September 2021
Vacancy reference: 9649
INTRODUCTION

Thank you for your interest in this important appointment for the University of York.

The Director of Research, Innovation and Knowledge Exchange is a key senior management position, and leads the University’s Research, Innovation and Knowledge Exchange Directorate.

This is a key leadership role, and which reports directly to the Chief Operating Officer and is a member of the Heads of Professional Services team. You will work closely with the PVC for Research; PVC for Partnerships and Engagement; and the PVC for Teaching, Learning and Students to deliver the university’s ambitions for research, innovation and knowledge exchange. You will do this by working collaboratively across the institution, and will lead a number of teams accountable for delivering professional services to support research, innovation and knowledge exchange.

This is a role that encompasses both strategy development and service delivery across the entire research, innovation and knowledge exchange landscape. It occupies a central and creative role in the development of these ongoing strategies for the institution whilst also providing leadership, overseeing the delivery of all services provided by the Directorate and ensuring that those services continuously improve.

As an experienced senior leader you will provide the vision for the Directorate’s ongoing growth and performance, harnessing the talent within the department and developing staff who are expert in their own professional specialities.

We very much look forward to your application.

Dr Joss Ivory
Chief Operating Officer
**At a glance**

- **Salary**: Competitive package
- **Hours of work**: 37 per week (flexibility available)
- **Contract type**: Open
- **Based at**: Heslington Campus

**Main purpose of role**

- Lead the Research, Innovation and Knowledge Exchange (R,I&KE) Directorate to enable the team to provide an excellent service to academic colleagues across the whole research trajectory of “Inspiration to Impact” which reflects best practice, and continually seeks improvements to deliver high levels of innovation and impactful outcomes.

- Create a professional services research culture which proactively responds to opportunities and challenges, particularly those driven by the external environment, e.g. research governance, expectations of funding bodies, large strategic bids, global challenges etc, and support all staff to develop policies, approaches and practices that enable the University of York to deliver outstanding research, knowledge exchange and enterprise activity.

- Contribute to increasing the University’s income from research grants, contracts and enterprise activities, supporting Academic Faculties and Schools/Departments to maximise, gain and effectively manage research and knowledge transfer related funding.

- Support the development of the University’s approach to the commercialisation, application and implementation of the University’s research endeavours, taking a leading role in identifying opportunities and appropriate partnerships.

- Work closely with the PVCs to ensure that a seamless “end to end” approach to research, knowledge exchange and enterprise is promoted within the directorate and across the University.

- Effectively coordinate with other directorates and programs (e.g. OPPA, Global York) to expand support for research and its integration with the university’s education and engagement mission at local to global scales.

**Key Responsibilities**

**Planning & Organising**

- Develop and lead the implementation of strategies and plans for R,I&KE which support and take forward the directorate and where appropriate university strategy and plan.

- Planning activities of senior/managerial colleagues to support R,I&KE directorate and institutional objectives.

- As part of the Heads of Professional Services leadership team, participate in the annual department operational planning process, to support the department strategic direction.

- Oversee a number of institutional projects (e.g. REF), which will typically have lasting impact, to ensure each project is managed and delivered to time and budget.

- Drive a culture of improvement and efficiency gains, for external partners to engage with the University by improved communications and administration systems, in conjunction with other professional services directorates and academic departments.

**Finance/Resource Management**

- Ensure directorate financial plans are developed and that services operate effectively within budget.

- Explore ways of improving efficiency and effectiveness and promote improvements in value for money at the directorate, and potentially institutional level.

**Service Provision and Stakeholder Engagement**

- Proactively target and cultivate relationships with key contacts in research funding agencies, government and other key stakeholders to develop opportunities and build partnerships to support research activities locally, nationally and internationally.

- Ensure stakeholder and customer needs are met now and in the future and ensure services are shaped to meet them.

- Ensure stakeholder and customer feedback and quality processes are in place for the area of responsibility.

- Ensure plans are implemented for the ongoing review of quality and of external benchmarks to promote the best possible service.
JOB DESCRIPTION

- Work with senior colleagues from all areas of the university, with committees and external bodies, providing high level advice to inform Executive decision-making

- Represent the university externally, for example in regional and national sector groups, and influence external thinking in the arena of research, enterprise and knowledge exchange to ensure that the university is appropriately engaged in relevant regional, national and international initiatives.

- Ensure that the capabilities of the directorate are promoted and communicated across the university

Leadership and People Management

- Lead and manage staff in the R&KE directorate, developing them and ensuring high levels of individual and team performance

- Develop, role model and maintain a culture of respect, inclusivity and mutual responsibility that puts equality, diversity and inclusivity at its heart, and enables staff to achieve excellence and supports continuous improvement

- Develop a culture of innovation and creativity, bringing together diverse staff from different teams to achieve a unity of purpose and ambition in strategic delivery

- Foster a positive, confident and enthusiastic working environment with good staff engagement, and a flexible approach to working

Risk and Compliance Management, Analysis and Reporting

- Create and implement appropriate KPIs to monitor and enhance service delivery, in particular to deliver research outcomes to align with internal and external (e.g. knowledge exchange) measures, and inspire the team to deliver against KPIs

- Review performance over time in the R,I&KE environment across the institution, and compare it to best practice in the sector, identifying areas of improvement in structure, practices, policies and technology

- Ensure practices and policies within the directorate demonstrate full adherence with all compliance-related requirements (e.g. regulatory; statutory)

- Oversee the delivery of institutional level projects or activities to meet the requirements of the university’s Council, Committees and Executive functions
## PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Degree level qualification or equivalent experience, ideally complemented by a postgraduate qualification</td>
<td>Essential</td>
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<th>Knowledge</th>
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<tr>
<td>In-depth understanding and knowledge of Research, Innovation and Knowledge Exchange (R, I&amp;KE) and in particular the external funding landscape and how external measures (KEF, REF, TEF) impact upon research, innovation and knowledge exchange and the wider university</td>
<td>Essential</td>
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<td>Understanding of the current and changing HE sector</td>
<td>Essential</td>
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<th>Skills, Abilities and Competencies</th>
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<td>Strength and quality of leadership and personal skills required to develop and lead an effective, motivated and high performing team</td>
<td>Essential</td>
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<td>Strong verbal and written communication skills and strong influencing skills</td>
<td>Essential</td>
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<td>Ability to think strategically and provide innovative solutions to complex issues</td>
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<td>High level of probity, diplomacy, confidentiality, as well as political and commercial acumen</td>
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<td>Significant senior experience in a large complex organisation, including advising and influencing senior leaders and Board level executives working at a strategic and operational level, and managing and controlling substantial budget/resources/funding</td>
<td>Essential</td>
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<td>Proven experience of working within a regulatory/procedural framework</td>
<td>Essential</td>
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<td>Experience of leading teams through significant, strategically-driven organisational change</td>
<td>Essential</td>
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<td>Experience within a senior role in a Higher Education Institute</td>
<td>Desirable</td>
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<td>Experience of representing an organisation externally; regionally and nationally</td>
<td>Desirable</td>
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<th>Personal attributes</th>
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<td>Strong personal commitment to equality, and diversity and inclusion</td>
<td>Essential</td>
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<td>A style which is proactive and enabling and with the presence and gravitas to operate successfully at all levels of the institution and with external organisations</td>
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<td>Driven to achieve results</td>
<td>Essential</td>
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<td>Possessing a high degree of integrity, honesty and openness</td>
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The Directorate leads the University of York’s professional services for Research, Knowledge Exchange and Impact, working collaboratively and proactively inside and outside the University to ensure that York has a UK-leading environment which supports and nurtures excellent performance.

Objectives

- To be at the forefront of ensuring the University’s culture and activities deliver public good through Research and Knowledge Exchange, working collaboratively at all times across professional services to deliver seamless support to our colleagues, providing an agile response to changing external priorities.
- To lead the continued development of an end-to-end service for Research and Knowledge Exchange funding applications and awards that will fully meet all the needs of our internal clients and external funding bodies.
- To ensure that all York’s Research & Knowledge Exchange activities are carried out with the highest standards of ethics, integrity and compliance, meeting the expectation of all applicable Concordats.
- To promote the continued growth of Research and Knowledge Exchange activities, particularly via multi- and inter-disciplinary collaborations, underpinned by sustained commitment to the Research Themes, and strategic relationships with key funders and stakeholders, working with a global outlook at all times.
- To champion and support progressive diversification of York’s Research and Knowledge Exchange funding base, including growth in industrial and non-UK funding, towards a sustainable portfolio of funding streams.
- To play a leading role in developing and delivering the University’s strategy for local and regional engagement and supporting the civic/place agenda by delivering a range of high quality Knowledge Exchange products and services to deliver economic and social benefits to businesses, organisations and individuals in our region through sustainable strategic partnerships.
- To provide an evolving range of services and expertise that will support York staff in delivery of sector-leading Impact based on their Research and Knowledge Exchange, focusing our support to advance University ambitions and priorities, including through effective use of priming funding.
- To develop and deliver a suite of training and tools to build internal capacity that will equip post-graduate research students, and academic, research and professional services staff with the skills needed to achieve their personal ambitions and the University’s goals.
- To design and manage the processes by which high-quality institutional submissions are delivered to the UK Excellence Frameworks, which independently measure York’s institutional performance in Research and Knowledge Exchange.
- To work proactively with Pro Vice-Chancellors, External Relations and others, to ensure that York’s Research, Knowledge Exchange and wider Impacts are communicated effectively inside and outside the University.
- To ensure good awareness and understanding of the Research and Knowledge Exchange Directorate’s services throughout the University and beyond.
- To demonstrate a strong commitment to the University’s Equality, Diversity and Inclusion Strategy and the expectations of key external funders.
- Manage staff in the Directorate with empathy, compassion and understanding, seeking to maximise opportunities for staff development and career progression.
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our Equality, Diversity and Inclusion Strategy, which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

Opportunity for all
Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city’s classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

Wellbeing and support
Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. We have launched a new health and wellbeing plan with actions informed by our latest staff survey.
THE UNIVERSITY OF YORK

We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. (https://www.york.ac.uk/research/)

We are a high-performing member of the Russell Group, ranked 16th in the Guardian's Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 16 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

Our vision is to be a university for public good, supported by five key strategic themes:

- Internationalism
- Sustainability
- Civic responsibility
- Research
- Student experience and teaching

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges created by the coronavirus crisis.

https://features.york.ac.uk/who-we-are/
Our campus community

Located within walking distance of York city centre, our safe and beautiful campus is home to our ten colleges and most departments. We also have departments located in the city centre at the historic King's Manor, and we are investing in the sustainable development of our whole campus.

All York students become members of our college system, which provides an inclusive and a valuable sense of community on campus alongside the cultural offerings of the thriving city of York.

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 is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages
https://www.york.ac.uk/admin/hr/employee-benefits/selection/introduction/
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](http://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 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.
HOW TO APPLY

Apply online
- Go to https://jobs.york.ac.uk
- Find this job using reference 9649
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 22 August 2021.

What will I need?
We will ask you for details of:
- Your CV
- a letter describing how you meet the requirements of the job and your motivation for application

You will also need details of 2 referees.

Help and assistance
Please direct informal enquiries to Paul Ellison (paul.ellison@york.ac.uk) Recruitment Adviser.

If you have any questions about your application, contact the HR Services team:
recruitment@york.ac.uk
+44 (0)1904 324835