Research and Innovation Development Manager (Physical Sciences and Technology)

Department: Research, Innovation and Knowledge Exchange Directorate
Hours of work: Full time/37 hours per week
Contract type: Open
Salary: £42,155 - £51,805 a year
Main purpose of the role

Spanning the arts, humanities, sciences, and social sciences, the University of York prizes both the discovery of knowledge and the resulting impact it brings to our society. A key aim of the new University Strategy is to drive the development of curiosity-driven and action-oriented research, embracing the complexity and uncertainty that arise in an increasingly interconnected, rapidly changing world. Our thriving academic community is supported by a dedicated team of colleagues working in the Research, Innovation, and Knowledge Exchange (RIKE) Directorate, of which a critical component is the Research and Innovation Development Team. This team collaborates closely with key academics and senior leaders to support existing, and identify new, research strengths and priorities.

Joining a successful team of proactive Research and Innovation Development Managers covering all three University faculties, you will: gain and share knowledge of our research capabilities; help to identify areas where York can make a significant research and innovation contribution; support strategically important research initiatives; engage with funders and anticipate, identify, and develop funding opportunities; develop networks and collaborations and help 'translate' between the disciplines to build research capacity; and promote a vibrant, innovative and impactful research culture.

You will foster new partnerships between academics and external stakeholders (e.g., businesses, public services, cultural bodies, charities, and regional economic bodies) to drive research and innovation activities within the Physical Sciences and Technology portfolio. You will be expected to work closely with senior leaders in the Faculty of Sciences (and beyond), Chairs of Departmentment Research Committees and a range of other key stakeholders from both the academic and Professional Services communities to develop and support strategically important research activities and initiatives.

Key responsibilities

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

1. Role Specific Responsibilities
   - Develop strong working relationships with academics engaged in physical science and technology-related research areas, focusing on the School of Physics, Engineering and Technology (SPET), and Departments of Computer Science and Mathematics.
   - Undertake capability analysis of York’s research strengths and proactively scan external 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 multiple disciplines working within the physical sciences and technology.
   - Proactively foster new collaborations between academics and external stakeholders, driving research and generating income streams.
   - Proactively manage the development of high quality research proposals. This may include: project managing proposal development; coordinating teams of academics, partners, and Professional Services colleagues; advising on and, where appropriate, facilitating project development/consortia meetings; and reviewing both internal and external funding 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 research and innovation funders (acting as a key contact where appropriate) to enhance the University’s intelligence, ensuring that upcoming strategically-important opportunities are anticipated and acted upon.
• Develop and support institutional bids for external funds to prime research and innovation capacity.
• Work effectively with colleagues in RIKE (e.g., the Commercialisation Team, Continuing Professional Development) helping to identify commercial opportunities to exploit the University’s intellectual property.

2. **University of York Responsibilities for Grade 7**

**Service and Operational Delivery**

• Contribute to operational leadership and decision making to shape the nature and level of professional and support services within own area of responsibility.
• Line manage and lead the work of a team or section; optimise use of resources and ensure team objectives are met; set the overall direction and goals of the team.
• Accountable for delivery of a service for a large or complex area or across multiple service areas.
• Make effective use of digital solutions to carry out operational activity and lead the development of efficiency improvements.
• Provide support and encouragement for members of the team through effective leadership; demonstrate compassion and give advice on commonly occurring wellbeing issues

**Continuous Improvement**

• Review service / operational delivery, identify additional service requirements or shortfalls and develop innovative solutions to progress.
• Promote the improvement and efficiency of services by implementing and managing the review and improvement of service procedures.
• Review internal and external practice to identify and deliver opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for significant, long term or complex problems.
• Proactively identify opportunities for building new personal knowledge and skills for self and others. For roles at this level with line management responsibilities, ensure training and development needs of the team are met.
• Deliver knowledge sharing on specialist defined processes to the broader team and/or the University.

**Specialist Contribution**

• Act as a specialist point of contact for dealing with complex data and information sources, providing interpretation and analysis.
• Responsible for shaping the development and learning of others both within and outside of the team, through the design and delivery of training sessions.
• Provide expert professional subject expertise and problem-solving skills, sharing knowledge with the team as needed

**Collaboration and Communication**

• Produce communications for promotional and reporting purposes, designing and structuring information and facts, applying creative and innovative principles to influence and engage.
• Actively participate in internal and external communities of practice and knowledge sharing with a view to inform and improve future service or operational delivery plans and development.
Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards, ensuring appropriate controls and monitoring interventions are in place.
- Provide advice to stakeholders regarding compliance and regulations where there is a level of ambiguity or discretion to be applied.
- Horizon scan to understand emerging legislation and regulation and support consideration of the University’s response.
- Where applicable to the role, take responsibility for health and safety considerations of the work environment, through the completion and implementation of risk assessments.

Planning and Organisation

- Responsible for the planning and organisation of the workload of the team across a range of activities, on a regular basis.
- Contribute to longer term planning requirements at operational and occasionally strategic level; make recommendations about future resource requirements.
- Lead large scale projects to facilitate major service or operational change.

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

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<tr>
<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge of research-related funding agencies (including the primary schemes) and the processes of applying for research funding</td>
<td>Essential</td>
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<td>Significant working knowledge of a physical sciences/technological research area</td>
<td>Essential</td>
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<td>An understanding 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>Experience of supporting colleagues and working collaboratively to achieve common goals</td>
<td>Essential</td>
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<td>Demonstrable experience of strategic thinking (particularly in an HE environment)</td>
<td>Desirable</td>
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<td>Negotiation and partnership development skills</td>
<td>Desirable</td>
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<td>Postgraduate research degree or equivalent experience in a research setting</td>
<td>Desirable</td>
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<td>Knowledge and understanding of the broader HE sector, e.g., PhD funding or economic development activities involving universities</td>
<td>Desirable</td>
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<td>Experience of meeting/seminar facilitation, including the design and delivery</td>
<td>Desirable</td>
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### University of York Person Specification for Grade 7

#### Qualifications:

Level 6 qualification. (Qualifications at this level include a degree. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience.

#### Skills - demonstrates the ability to:

- Lead large-scale projects
- Gather, analyse, interpret and report complex data/information
- Use digital technologies including Google applications and/or Microsoft Office
- Communicate to engage and influence others

#### Behaviours:

- Works collaboratively with others
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<th>Delivers a quality service</th>
<th>Essential</th>
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<td>Develops self and others</td>
<td>Essential</td>
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<td>Actively champions respect, inclusivity, equality and diversity</td>
<td>Essential</td>
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<td>Identifies and implements continuous improvement</td>
<td>Essential</td>
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