Space Research and Enterprise Manager

Full Time
3 Year FTC
Grade 8
Walton Hall, Milton Keynes

The role

The Centre for Electronic Imaging (CEI) is a Research Centre within the School of Physical Sciences under the Faculty of Science Technology Engineering and Maths (STEM) which conducts world-leading R&D into space imaging technology, in collaboration with Teledyne e2v. The CEI operates with a combination of grant, contract and sponsorship income of nearly £2M/year.

The OU’s Space Strategic Research AREA (Space SRA) is responsible for coordinating and supporting the university’s space research and particularly in stimulating new activities and growing existing to assist sustainability. The SRA has a similar operating budget of approximately £1M/year.

The role of the Space Research and Enterprise Manager is to provide support to the Centre for Electronic Imaging (CEI) and the Space Strategic Research Area (Space SRA) to provide management support and to grow and diversify their income through obtaining and monitoring and delivering external research and research enterprise funding, working with relevant parties towards achieving University income targets and developing the external profile of the CEI and Space SRA to support their activities.

Main duties

1. Providing support to the Director on all operational aspects of the CEI and the Space SRA, including running meetings, hosting workshops, coordinating internal calls for proposals against expenditure, formulation of reporting materials and other management material in a timely manner.
2. Line management support where identified of a number of individuals within the activities.
3. Providing support to the academic, research staff and project managers in the Space SRA and CEI preparation of bids for external research and enterprise funding, and co-ordinating their approval through the University’s internal processes. This will mainly include:
   a) Collecting and providing timely information on grants that will be relevant to the CEI and the OU’s Space SRA;
   b) Advising on application procedures, eligibility criteria, submission procedures and sponsors’ terms and conditions;
   c) Assisting with the preparation of costings and submission of proposals, advising on pricing issues and appropriate cost recovery for the project costs;
   d) Contributing where required to proposal content to ensure it conforms to the evaluation criteria of the appropriate funding agency. Providing comments on draft versions and suggesting improvements where appropriate; and
   e) Ensuring compliance with all other regulations (e.g. ethical, equal opportunities), of both the University and funding bodies.
4. Supporting the management of grant budgets and resources, providing support and information on income and expenditure.

5. Maintaining data files of research grants, including copies of initial proposals, awards, monthly reports, general correspondence and other relevant information.

6. Supporting administration of external research grants and enterprise activity through:
   a) Acting as a first point of contact to Space SRA and CEI academics and project managers, co-ordinating communication activities with the Schools, Faculty of STEM and other parts of the University;
   b) Preparing financial reports and papers for the Space SRA and CEI Director or delegates or funding bodies and agencies as required
   c) Responsibility for effective records management within the Space SRA and CEI
   d) Working closely with the Staffing team in the management of fixed term contract staff, ensuring that contracts are in place following the successful outcome of external grants and maintaining an overall awareness of staffing related issues that may affect the outcome of a project.

7. To develop and manage stakeholder relationships (including the applicant, Research Support (RAS), Enterprise Support, Finance, Legal Services,) and external stakeholders where necessary (including administrative and research staff in collaborating organisations other Higher Education Institutions and funding bodies), in order to ensure the execution and coordination of (i) the development and submission of grant applications and (ii) the post-award administration of successful applications.

8. To support, monitor and drive continuous improvement in the Space SRA and CEI management systems, structures, processes and management information as appropriate.

9. Such other responsibilities and activities as may be required by the Line Manager

All Staff are expected to:

1. Co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
2. Have a strong commitment to the principles and practice of equality and diversity.
3. Attend appropriate staff development events.
Person Specification

Essential

- Educated to degree level or equivalent experience (E)
- Appropriate level of directly relevant administrative/management experience including knowledge and understanding of the academic research environment
- Experience of contributing to strategy formulation and implementation
- Understanding of pricing / commercial licensing / IP issues
- Good information and communication technology (ICT) skills, in particular use of Excel to tabulate and analyse information
- Flexibility to work co-operatively and responsively in a variety of settings, including the ability to prioritise and remain effective under pressure
- Effective oral and written communication skills, with the ability to interpret policy and procedure, disseminate information, and deal in friendly but efficient manner with a wider range of internal and external contacts to ensure service excellence
- The ability to learn quickly, to be receptive to feedback, and to be self-reflective
- Excellent interpersonal and negotiating skills, with the ability to influence others over whom there is no formal authority
- Organisational skills including the ability to manage own time and to coordinate the work of other staff in order to meet predetermined goals and deadlines

Desirable

- PhD in a relevant subject (D)
- A management or relevant professional qualification (D)
- Experience in working within a research environment in a university
- Proven ability in financial management of complex budgets
- Experience in technology translation from academic research to industry and another sector
- Experience of managing university/business interaction and activities
- Experience working in a knowledge exchange environment between universities and industry
- Experience in commercial exploitation of technologies
- Experience of producing and vetting external bids for funding, including the ability to cost research proposals and understand full economic costing
- Knowledge and understanding of UK research frameworks and issues, and the way in which scientific research is funded and undertaken
- Experience of report writing or preparing committee papers
About the Unit

The Centre for Electronic Imaging (CEI)  www.open.ac.uk/cei
The Centre for Electronic Imaging (CEI) is a research centre within the School of Physical Sciences at the Open University. It is a collaboration between the Open University and Teledyne e2v, who provide sponsorship contributing towards PhD studentships and research positions. The CEI is dedicated to the research and development of advanced technologies for electronic image sensing and provides knowledge exchange between the UK technology industry and academia. The focus of the CEI’s work relates to the development of imaging sensors for space applications, with expertise in X-ray spectroscopy and the study of the effects of radiation damage.

The Space Strategic Research Area (Space SRA)  www.open.ac.uk/space
The Open University (OU) is a world leader in space science working closely with the UK Space Agency (UKSA), the European Space Agency (ESA) and other national space agencies, universities, research centres and industry around the world to develop instrumentation and concepts for breakthrough space science missions.

STEM

Faculty of Science, Technology, Engineering & Mathematics
The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

“We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow’s challenges”

The Faculty of STEM consists of 2500 staff including 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

We are inclusive:
- We transform people’s lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience.
• We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM.

We are highly innovative:
• We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation.
• Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy.

We deliver significant social and economic impact:
• We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential.
• We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working.
• The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers.
• Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK.