Job Description – Senior Manager, Research, Enterprise and Scholarship
Reference - 16475

Reports to: Head of Partnerships: Research and Enterprise
Location: Milton Keynes
Salary: (Grade 8) £40,792 to £48,677
Full time (part time will be considered, minimum 0.8 FTE)
Fixed Term Contract until 31/07/2021 with a possibility of extension

About the role
We are looking for a highly motivated individual to manage a team responsible for expanding The Open University’s bidding portfolio, identifying and acting on funding opportunities. You will build relationships and develop networks with funders, partners and other relevant bodies; administer appropriate management systems; and support the faculty’s Research Excellence Framework activities.

You will support the Associate Dean, Research, Enterprise and Scholarship, Head of Partnerships, Research and Enterprise and the wider Faculty Executive Team, in the formulation and implementation of the Faculty’s strategy in this area.

You will also be responsible for oversight of the management and the day-to-day administrative running of the faculty Research Degrees Programme and the Centre for Innovation in Legal and Business Education.

You will use financial and project management skills to; manage teams, translate strategies and policies into operational plans and work collaboratively across boundaries whilst developing external networks.

You will be part of the faculty’s friendly, energetic and supportive, Research, Enterprise and Scholarship office, currently a team of 10 people.

What we can offer

• Exposure to senior decision making and opportunity to shape the development and implementation of the faculty’s Research and Enterprise Strategy
• Opportunity to work closely with a wide range of academics and professional services staff across the faculty, university and beyond
• Manage a team that helps academics deliver ground breaking research, impact of which can be seen across different sectors and disciplines
• Involvement in a community that takes pride in the development and implementation of the Open University’s Social Mission
• Training and development relevant to the role

Key responsibilities

• Line-manage Research and Enterprise Managers, a Portfolio Manager and a Scholarship Manager including workload allocation, conducting appraisals, staff development and performance management.
- Ensure efficiency and effectiveness of the team and the provision of a high level of service to staff.
- Disseminate targeted funding opportunities, develop and maintain a bidding pipeline; manage the process of externally-funded funding applications (pre-award) and provide oversight of the support for grant holders on the administrative aspects of externally-funded projects (post-award); provide advice and guidance in all research and enterprise matters/procedures to the Faculty; manage allocated budgets.
- Develop and maintain familiarity with the faculty’s research, enterprise, scholarship and knowledge exchange activity and establish strong working relationship with academic and professional community; organise training opportunities, maintain a register of expertise and priorities.
- Represent the Faculty in pan-University research forums, spotting and identifying opportunities for collaboration and partnership with other faculties; liaise with other areas of the University, e.g. Finance; Research and Academic Strategy; Commercial & Legal Services; research administration/management colleagues in other CAUs.
- Maintain research pages on the Faculty’s website(s), and support external engagement activity to enhance reputation.
- Project-manage allocated strategic projects in the Faculty in the area of research and enterprise.
- Support, monitor and drive continuous improvement in the systems, structures, processes, policies and management information relevant to the post holder’s areas of responsibility.
- Through the work of the Research & Enterprise Co-ordinator, provide administrative support to the Faculty’s Research Degrees programme; through the work of the Scholarship Manager, provide administrative support to the Centre for Innovation in Legal and Business Education.

Skills and experience

- Educated to degree level or equivalent work experience;
- Proven ICT skills, including evidence of strong PowerPoint and Excel skills and a willingness to learn about IT systems specific to research and enterprise systems and software.
- Staff management and team leadership capabilities in establishing and motivating teams, developing their skills and enhancing performance to ensure the delivery of excellent service.
- Appropriate level of directly relevant administrative/management experience such as business development or operations management.
- Project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands;
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Proven ability to work with a wide range of internal and external stakeholders, demonstrating tact and diplomacy;
- Excellent financial management skills including budgeting, costing and pricing of proposals;
- Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences;
- Effective team-working, influential interpersonal skills, including the ability to work pro-actively, efficiently and independently, to work flexibly across boundaries and to demonstrate commitment to strategic priorities, diversity principles and practice.