Job Description – Business and Research Development Manager.
Reference - 16446

Reports to: Head of Partnerships: Research and Enterprise
Location: Milton Keynes
Salary: (Grade 8) £40,792 to £48,677
Full time
Fixed Term Contract – Until 31 July 2021, with the possibility of this being extended.

About the role

We are looking for a highly motivated, self-driven individual to support the growth of the Citizenship and Governance Strategic Research Area (SRA) a joint initiative between the Faculty of Business and Law (FBL) and the Faculty of Arts and Social Sciences (FASS). The core SRA team consists of a Director, Associate Director, two Research Fellows, six Research Stream Leads, and a Secretary.

You will be responsible for the management and the day-to-day running of the SRA’s activities including budget management, reporting and line management of the secretary.

Working closely with Director, Associate Director and Stream Leads you will identify and build up a number of active contacts with industrial and public sector partners/funders. You will develop new and existing long-term relationships and be creative about the introduction of new business to the SRA.

You will be primarily based in the FBL’s friendly, energetic and supportive, Research, Enterprise and Scholarship office, currently comprising of a head, two senior managers, five managers, a coordinator and a secretary.

You will have experience of identifying, disseminating and developing tailored and compelling opportunities for funding partnerships, underpinned by excellent project management skills, including the ability to influence and work collaboratively across boundaries and develop external networks.

The Open University (OU) Research Plan outlined the major priorities identified for research including the introduction of three Strategic Research Areas (SRA) as vehicles to complement our broad research base, profiling the OU’s mission through research and knowledge exchange, increasing grant capture and enabling strategic collaborations across and beyond the OU to address 21st century challenges.

The Citizenship and Governance Strategic Research Area is rethinking the changing relationships between states, markets and citizens in the 21st century and the challenges of governance and leadership, such as migration and security. The research encompasses the macro level down to the micro level – from global issues like migration to the private sphere, via the organizations, structures and practices which create public and social value. It is a joint initiative between the Faculty of Business and Law (FBL) and the Faculty of Arts and Social Sciences (FASS), with participants from across the University.

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What we can offer

- Opportunity to work closely with a wide range of academics and professional services staff across the faculty, university and beyond.
- Be an essential part of 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.
- HR Benefits – diversity employer, holidays, on-site parking and pension scheme.

Key responsibilities

- Develop and maintain familiarity with Citizenship and Governance SRA research and scholarship activity; to identify and take a leading role in managing opportunities for income generation and partnerships.
- Develop and maintain a good knowledge and understanding of the higher education research and enterprise funding environment (UK and international); disseminate targeted funding opportunities and develop a bidding pipeline.
- Identify, establish and manage relevant UK and international external contacts and networks with businesses, the public sector and funders relevant to the SRA with a view to developing long-term relationships and securing additional funding.
- Help write high calibre proposals and devise creative and effective presentations that involve other colleagues/academics/relevant faculty members where necessary.
- Take responsibility for managing the SRA budget, preparing forecasts and financial returns and operational plans, responding to the internal Management Board and PVC-RAS reporting requirements.
- Manage project communications including social media platforms and websites; manage the delivery of SRA seminars, workshops, conferences and ad-hoc research events.
- Line manage a part time Secretary.
- Assist with pre- and post-award activities, including coordinating grant applications, providing advice on funder requirements, liaising with partners and funders, assisting with costing and pricing, providing input to the writing of the application and its quality, ensuring projects are submitted on time, in line with all requirements of the funder and approved through the University’s internal processes, contracts are in place and that awards are effectively managed.
- Where relevant, act as a point of contact and advice for staff in other central academic units in the university or for collaborating institutions.
- Represent the Faculty in pan-University research and enterprise forums, spotting and identifying opportunities for collaboration and partnership with other faculties.
- Deputise for the Head of Partnerships: Research and Enterprise and share knowledge and skills to extend the expertise of the team. Support, monitor and drive continuous improvement in the systems, structures, processes and management information relevant to the post holder’s areas of responsibility.

Skills and experience

- Educated to degree level or equivalent 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.
- Experience of business development and income generation.
- Project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.
- Previous administrative or management experience in a large, complex, customer-focused organisation - including experience of report / proposal writing or preparing committee papers.
• Proactive service driven approach, with the ability to manage a wide range of internal and external stakeholders, demonstrating tact and diplomacy.
• Experience of identifying opportunities for exploiting resources or idea and developing business cases.
• Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict.
• Excellent oral and written communication skills, including the ability to interpret policy and disseminate information effectively to a wide range of audiences.
• Excellent financial management skills including budgeting, costing and pricing of proposals.
• Effective team working, influential leadership and 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 process.
• The ability to attend meetings at company/partners sites and to occasionally work outside normal office hours if necessary / required. This may involve UK travel and some evening working.

**Closing date** – Midday 6 September 2019