Job Description – ODA Partnership Manager

About the role
The aim of the post is to build and maintain our external networks in key countries that appear on the Development Assistance Committee’s list of international aid recipients with a view to future bidding, and to support impact-related activity within these networks with an eye both to the Research Excellence Framework and future research income. It will also help strengthen coordination within the OU around identifying and pursuing Global Challenge Research Fund opportunities.

Key responsibilities
- Leading in the setting up and managing of databases of research partners in selected DAC-listed countries where we already work. These include Ghana, Nigeria, Kenya, Mozambique, Tanzania, Sierra Leone, South Africa, Ethiopia, and India;
- Be responsible for supporting existing projects to help expand their networks and impacts beyond the boundaries of the funded projects, and generate the kinds of networks that can anchor large ‘research hub’ bids;
- Coordinate the organisation of workshops in these countries in order to:
  - Identify key research challenges in each country, or across their regions;
  - Develop new research project or programme initiatives;
  - Strengthen links to key impact champions in those countries, such as policy-makers, business associations, think-tanks, the media etc.
- Supporting REF UoAs by documenting ongoing activities as a basis for impact case studies;
- Leading in the convening of a university-wide GCRF group made up of senior academics and strategically placed research managers;
- Liaise with internal stakeholders to support the design and implementation of best practice for projects in the Global South such as a travel risk policy, which has thus far been implemented in an ad hoc way but is vital if the scale of travel to potentially risker locations increases. Funders (UKRI/DFID etc) are more and more interested in due diligence and having evidence of these procedures in place would strengthen applications;
- Responsible for providing information on project due diligence to Finance during Research England audits on ODA research activity.

Skills and experience
- Significant experience in research project management in HE, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands.
- Experience of organising research impact activities, ideally from an international perspective.
- A good understanding of the research funding environment for international development projects.
- Good interpersonal and negotiating skills, with the ability to build good relationships and influence others over whom there is no formal authority to take particular courses of action.
- Experience of working in cross-cultural teams.
- The ability to anticipate and analyse problems and bring forward workable solutions.
- Experience in creating and maintaining content management systems such as Documentum, SharePoint etc.
- Good oral and written communication skills.