**Job Related Information**

This document includes information about the role for which you are applying and the information you will need to provide with your application.

1. **Role Details**

<table>
<thead>
<tr>
<th>Vacancy reference</th>
<th>15596</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title:</strong></td>
<td>Research and Enterprise Manager</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Senior Manager (Research and Scholarship)</td>
</tr>
<tr>
<td><strong>Salary:</strong></td>
<td>£33,199 – 39,609</td>
</tr>
<tr>
<td><strong>Terms and conditions:</strong></td>
<td>Academic Related</td>
</tr>
<tr>
<td><strong>Grade</strong></td>
<td>G7</td>
</tr>
<tr>
<td><strong>Duration of post:</strong></td>
<td>Fixed term contract for 2 years</td>
</tr>
<tr>
<td><strong>Working hours:</strong></td>
<td>Full Time</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>Milton Keynes</td>
</tr>
<tr>
<td><strong>Closing date:</strong></td>
<td>Noon, 31st January 2019</td>
</tr>
<tr>
<td><strong>Type of application form accepted:</strong></td>
<td>Short</td>
</tr>
<tr>
<td><strong>Number of referees required:</strong></td>
<td>Three</td>
</tr>
<tr>
<td><strong>Unit recruitment contact:</strong></td>
<td>Michelle Gallacher</td>
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**Your application should contain:**

- Completed short application form;
- CV
- Covering letter detailing how you meet the person specification.
Summary of duties

The role of the Research and Enterprise Manager is to provide flexible support across the STEM Research, Enterprise and Scholarship team to support the Faculty to grow and diversify its income through obtaining and monitoring external research and research enterprise funding. The role contributes to achieving University income targets and developing the external profile of the Faculty to support its activities.

Main Duties

The person appointed to this post will undertake duties to include:

1. Providing support to academic staff in the 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 schools;
   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.

2. Supporting the management of grant budgets and resources, providing support and information on income and expenditure and to ensure that research grants and budgets, including forecast and outturn statements, are prepared in line with University requirements.

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

4. Supporting administration of external research grants and enterprise activity through:
   a) Acting as a first point of contact to schools, co-ordinating communication activities between the Faculty and other parts of the University;
   b) Preparing financial reports and papers for the Senior Managers, Associate Deans and other committees as appropriate;
   c) Responsibility for effective records management within the STEM Research, Enterprise and Scholarship Team; and
   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.

5. 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.

6. To support, monitor and drive continuous improvement in the STEM Research, Enterprise and Scholarship team and Faculty’s systems, structures, processes and management information as appropriate.

7. Provide cover for the other Research and Enterprise Managers and team members as appropriate in their absence and deputise for Senior Managers as required.

8. Such other responsibilities and activities as may be required by the Senior Managers and Associate Deans.

9. Participate in and provide input to University and Faculty committees, groups and projects as required.
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.

3. Person specification

Requirements  (E = Essential/ D = Desirable)

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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</thead>
<tbody>
<tr>
<td>Educated to degree level or equivalent experience</td>
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<table>
<thead>
<tr>
<th>Knowledge, work and other relevant experience</th>
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<tbody>
<tr>
<td>Essential:</td>
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<tr>
<td>• Appropriate level of directly relevant administrative/management experience including knowledge and understanding of the academic research environment</td>
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<td>• Proven ability in financial management of complex budgets</td>
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<tr>
<td>• Good information and communication technology (ICT) skills, in particular use of Excel to tabulate and analyse information</td>
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<td>Desirable:</td>
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<table>
<thead>
<tr>
<th>Personal abilities and qualities</th>
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<tr>
<td>Essential:</td>
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<tr>
<td>• Flexibility to work co-operatively and responsively in a variety of settings, including the ability to prioritise and remain effective under pressure</td>
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<td>• 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</td>
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<td>• The ability to learn quickly, to be receptive to feedback, and to be self-reflective</td>
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<td>• Excellent interpersonal and negotiating skills, with the ability to influence others over whom there is no formal authority</td>
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<td>• 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</td>
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<tr>
<td>Desirable:</td>
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<tr>
<td>• Experience of producing and vetting external bids for funding, including the ability to cost research proposals and understand full economic costing</td>
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<td>• Knowledge and understanding of UK research frameworks and issues, and the way in which scientific research is funded and undertaken</td>
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<td>• Experience of report writing or preparing committee papers</td>
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4. Role specific requirements e.g. Shift working
5. About the unit/department

**Faculty of Science, Technology, Engineering & Mathematics**
The Faculty of Science, Technology, Engineering and Mathematics (STEM) comprises:

- 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 700 staff and 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting more than 20,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £20M) 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

**The Deanery**
The Deanery is the administrative hub of the Faculty and comprises of four teams:
- Curriculum Support
- Faculty Administration
- Laboratory Support
- Research & Enterprise Support

Comprising of the Executive Dean, Associate Deans, administrative and support staff, the Deanery manages the Faculty’s curriculum planning, module production and presentation; Laboratory infrastructure; specialist IT support; finances; human resources; and cross Faculty management of the research & enterprise activities.

**STEM Research, Enterprise & Scholarship Team**
The STEM Research, Enterprise and Scholarship team is a friendly team with a strong customer focus. We aim to provide a reliable, responsive high quality service to our wide range of clients. We coordinate all the activity which is not directly qualification delivery or student support. Maintaining an interest in the external environment, we liaise closely with staff across the Faculty, with other University stakeholders and external contacts as part of our mission to generate additional income for STEM. The post holder will be a key part of the team and will also need to engage with equivalent teams across the OU.

6. **How to obtain more information about the role or application process**

If you would like to discuss the particulars of this role before making an application please contact Becky Devlin on +44 (0) 1908 332405 or email: Becky.Devlin@open.ac.uk.

If you have any questions regarding the application process please contact Janie Barker on +44 (0) 1908 653665 or email: STEM-Recruitment@open.ac.uk.

7. **The application process and where to send completed applications**

<table>
<thead>
<tr>
<th>Please ensure that your application reaches the University by:</th>
<th>Noon, 31st January 2019</th>
</tr>
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<tbody>
<tr>
<td>E-mail your application to:</td>
<td><a href="mailto:STEM-Recruitment@open.ac.uk">STEM-Recruitment@open.ac.uk</a></td>
</tr>
<tr>
<td>Or post it to Name/Job title:</td>
<td>Michelle Gallacher, Staffing Adviser</td>
</tr>
<tr>
<td>Department/Unit:</td>
<td>Deanery, Faculty of Science, Technology, Engineering &amp; Mathematics</td>
</tr>
<tr>
<td>Address:</td>
<td>The Open University, Walton Hall, Milton Keynes, MK7 6AA</td>
</tr>
</tbody>
</table>

8. **Selection process and date of interview**

<table>
<thead>
<tr>
<th>The interview panel will be chaired by:</th>
<th>Becky Devlin</th>
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<tbody>
<tr>
<td>The other members of the interview panel will be:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The interviews will take place on:</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>The selection process for this post will include</td>
<td>To be confirmed.</td>
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</tbody>
</table>
We will let you know as soon as possible after the closing date whether you have been shortlisted for interview. Further details on the selection process will also be sent to shortlisted candidates.

Applications received after the closing date will not be accepted.