Job Description - FBL Research and Enterprise Manager, Reference 16744

About the Role

The Research and Enterprise team is seeking to appoint a Research and Enterprise Manager who will manage the Faculty’s income generation activity by proactively searching for and disseminating funding opportunities and providing expert advice and assistance in funding, bid support and management. The role will also be responsible for supporting the development and implementation of the REF 2021 (and beyond) and the Research Impact Strategy.

Key Responsibilities

1. To develop and maintain familiarity with FBL research, enterprise, teaching and scholarship activity; to identify and manage opportunities for income generation and partnerships;

2. To pre award manage research, enterprise, teaching and scholarship proposals including advising on eligibility criteria and funders’ terms, procedures and policies, pricing and costings, obtaining approvals and liaising with internal and external partners and funders as appropriate;

3. To support the post-award management and administration of internal and external research grants, liaising with grant holders, partners and other university departments to ensure funders’ conditions, rules and reporting requirements are met;

4. To support the development and implementation of the REF 2021 (and beyond) and the Research Impact Strategy particularly focusing on impact capture and metrics, embedding impact into bids and projects, reviewing academic impact statements and advising on impact and engagement when appropriate;

5. To organise and co-ordinate seminars, workshops, conferences and ad-hoc research events;

6. To provide support with finance management including forecasting, monitoring, reporting on award expenditure and managing payments; support, monitor and drive continuous improvement in the systems, structures, processes and management information relevant to the post holder’s areas of responsibility;
7. To deputise for the Senior Research and Enterprise Manager, provide cover for the team and share knowledge and skills to extend the expertise of the team as a whole;

8. Other duties and projects as may be allocated by the Senior Manager: Research, Enterprise and Scholarship or Associate Dean of Research and Scholarship.

Skills and Experience

1. Educated to a degree level or equivalent experience in a relevant role
2. Excellent IT skills with sounds knowledge of Microsoft office packages and ability to learn new systems and processes
3. Previous operational management experience
4. Proactive service driven approach, with the ability to manage multiple projects and key internal and external stakeholder relationships
5. Previous experience of setting and managing finance budgets
6. Experience of identifying opportunities for utilising resources or ideas
7. Ability to work collaboratively and contribute to effective team working
8. Excellent interpersonal and negotiating skills, with the ability to influence others over whom there is no formal authority
9. Excellent communication skills, written and oral with the ability to effectively present information
10. Proven analytical skills and the ability to interpret, advise on, and adhere to policy and procedures, excellent attention to detail
11. Ability to work well under pressure and meet deadlines and adapt to changing priorities and reflect on stakeholder feedback

Desirable

1. Post Graduate Degree
2. Awareness of the HE funding environment and REF