# 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>14479</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title:</td>
<td>Senior Manager, Research and Enterprise</td>
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<tr>
<td>Reports to:</td>
<td>Director of Strategy, Planning and Resources</td>
</tr>
<tr>
<td>Salary:</td>
<td>£39,992 – £47,722</td>
</tr>
<tr>
<td>Terms and conditions:</td>
<td>Academic Related</td>
</tr>
<tr>
<td>Grade:</td>
<td>G8</td>
</tr>
<tr>
<td>Duration of post:</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; May 2018 – 28&lt;sup&gt;th&lt;/sup&gt; February 2019</td>
</tr>
<tr>
<td>Working hours:</td>
<td>Full time</td>
</tr>
<tr>
<td>Location:</td>
<td>The successful candidate will be based at the Open University campus in Milton Keynes, UK</td>
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<tr>
<td>Closing date:</td>
<td>Midday on 27&lt;sup&gt;th&lt;/sup&gt; March 2018</td>
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<tr>
<td>Type of application form accepted:</td>
<td>Electronic long application form and covering letter</td>
</tr>
<tr>
<td>Number of referees required:</td>
<td>Three</td>
</tr>
<tr>
<td>Unit recruitment contact:</td>
<td><a href="mailto:fbl-recruitment@open.ac.uk">fbl-recruitment@open.ac.uk</a></td>
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</tbody>
</table>
2. Summary of duties

For this senior management role, we are looking for a highly motivated individual to lead work to expand The Open University’s Business School and Law School research portfolio, identifying and acting on funding opportunities. You will manage activities associated with preparing and delivering research proposals; build relationships and develop networks with funders and other relevant bodies; administer appropriate management systems; help develop impact plans within the portfolio; and support the faculty’s Research Excellence Framework activities.

Based in the Faculty of Business and Law, you will also work across other faculties. You will have experience of research management and governance, underpinned by excellent project management skills, including the ability to influence and work collaboratively across boundaries and develop external networks. You will be required to work closely with the University’s central Research and Enterprise Office.

You will support the Associate Dean, Research & Scholarship, 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 Citizenship & Governance Strategic Research Area, 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.

Financial management and planning

You will:

(i) Manage implementation of allocated budgets for research and enterprise;
(ii) Prepare resource forecasts and bids on behalf of the faculty liaising with the Faculty unit accountant, OU research office and other areas of the University to ensure appropriate costings are prepared;
(iii) Provide relevant budgetary information to Associate Dean, Research and Heads of Department
(iv) Manage and monitor all internal and external research budgets, ensuring that procedures for the management of external and internal research funding adhere to University and funder requirements.
(v) Manage research budgets in collaboration with relevant parts of the Faculty, exercising authority to sign off expenditure against agreed budget terms, advising teams of any implications arising from such expenditure, and ensuring that procedures for the maintenance of research budgets adhere to University and funder requirements;
(vi) Own and execute the operational research support plan, designed to support the research ambitions of the Faculty.
(vii) Provide support for the research element of the Unit Planning process, working with the Associate Dean, Research

Resource management

You will:

(i) Line-manage the Research & Enterprise team including the C&G SRA admin team responsible for the implementation of elements of the research strategy and plan.
(ii) Contribute to objective setting and providing support to the management of research support staff in collaboration with the Director; Associate Dean, Research; Research Degrees Director and C&G SRA Director.
(iii) Serve on interview panels as required, and contribute to the induction, training, development of academic related staff;
Research support

You will:

(i) Support the use of information systems providing alerts on research funding opportunities (currently Research Professional and University-generated call information), and promote the benefits of externally funded research across the Faculty.

(ii) Provide support for externally-funded research funding applications (pre-award), and supports grant holders on the administrative aspects of externally-funded research projects (post-award) as a subject matter expert.

(iii) Provide management and support for the Faculty’s Research Degrees programme.

(iv) Project-manage allocated strategic projects in the Faculty in the area of research support.

(v) Represent the Faculty in pan-University research forums, spotting and identifying opportunities for collaboration and partnership with other faculties.

(vi) Oversee and report on strategic investments in research, either through University funding or directly funded by the Faculty.

(vii) Maintain research pages on the Faculty’s website(s), and support external engagement activity and research-related events intended for academic audiences.

Other Duties

(i) Liaise with other areas of the University, e.g. Finance; Research and Academic Strategy; Commercial & Legal Services; research administration/management colleagues in other CAUs;

(ii) Provides advice and guidance in all research matters/procedures to the Faculty;

(iii) Participate in appropriate self-development activities;

(iv) Such other appropriate duties as directed by the Director and Adviser to the Dean (with agreement of Dean, Heads of Department and Associate Dean Research.)

Through the work of the Research & Enterprise Co-ordinator, provides administrative support to the Faculty’s Research Degrees programme.

Through the work of the C&G SRA Manager and C&G SRA Secretary, provides administrative support to the C&G Strategic Research Area.

Takes on Project Manager role for various FBL Strategic Projects as required.

Working with the External Engagement team, and in conjunction with the Research & Enterprise Managers, provides support for the maintenance of research pages on the Faculty’s website(s), and to research-related events intended for academic audiences (e.g. conferences).

3. Person specification

<table>
<thead>
<tr>
<th>Education, qualifications and training</th>
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<tr>
<td>Essential:</td>
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<tr>
<td>• A first degree in any subject, or equivalent background education, or work experience at a comparable level;</td>
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<tr>
<td>• ECDL or equivalent ICT skills, a commitment to developing existing ICT skills and a willingness to learn about IT systems specific to research and enterprise systems and</td>
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**Knowledge, work and other relevant experience**

**Essential:**
- Directly relevant work experience that demonstrates transferable skills such as in an administrative or managerial role;
- Experience of income generation;
- Relevant project management experience, from specification through to completion, including scheduling, quality and resource management and prioritising conflicting demands;
- Experience of budgeting and budgetary management;
- Experience of working in a changing environment and managing change;

**Desirable:**
- Experience in an educational or publishing environment;

**Personal abilities and qualities**

**Essential:**
- Ability to lead a large diverse team and manage the performance and development of individual staff members;
- Ability to anticipate and analyse problems, propose workable solutions, manage and resolve conflict;
- Excellent financial management skills including costing and pricing of proposals;
- Proven ability to organise own workload to ensure that objectives and deadlines are met within resource constraints and to remain effective under pressure;
- Ability to contribute to and manage staff within research and enterprise frameworks including developing funding, research bids and reports;
- 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 and interpersonal skills, including the ability to work pro-actively and independently, to work flexibly across boundaries and to demonstrate commitment to Diversity principles and practice;
- The ability to be self-critical and reflective in relation to own role and work, to learn from experience and to operate with integrity, accountability and commitment;
- Commitment to the strategic priorities of the OU;

**Additional requirements/Special circumstances**
### Essential:
- Awareness of external factors affecting the OU;

### 4. Role specific requirements e.g. Shift working

N/A

### 5. About the unit/department

**Faculty of Business and Law**
The Faculty of Business and Law is one of the four faculties of The Open University. It brings together two Schools – [The Open University Business School](#) and [The Open University Law School](#) – and has a strong reputation as a high-quality and innovative provider of management and legal education. Our courses and qualifications are studied by a wide range of people from all backgrounds – we are proud to promote opportunity and social justice by making higher education open to those unable to attend a more traditional campus-based university.

Student satisfaction is a high priority and we are determined to deliver the best outcomes for everyone studying with us. Our students return some of the highest satisfaction scores in the National Student Survey – they have ever since the NSS began.

Around 35,000 students are currently enrolled on our business, management and law programmes; about quarter of them are based outside the UK in 80 countries. The majority of our students are employed and study part-time with us.

The Faculty employs around 130 academic staff, two thirds of whom are based at The Open University’s Milton Keynes campus and one third in the OU’s regional offices, aligned to the Faculty’s three Student Support Teams. The regional academics manage the Faculty’s 700 Associate Lecturers. Around 80 academic-related and administrative members of staff support the Faculty.

We are committed to developing our staff to achieve their full potential and offer a range of formal and informal training and development opportunities to support individual and Faculty objectives.

**The Open University Business School**

Founded in 1983, The Open University Business School holds a unique position as the leader in flexible, accessible and high quality business and management education. We are recognised for the quality of our programmes, the excellence of our teaching and the impact of our research. The School is one of an international elite group of institutions to have triple accreditation by EQUIS, AACSB and AMBA. We are also a member of the [Global Business School Network](#) – an organisation working with top international business schools to build management education capacity in the developing world.

The School has four cross-disciplinary academic departments: [Strategy and Marketing](#); [Accounting and Finance](#); [People and Organisations](#); [Public Leadership and Social Enterprise](#). Each department includes academics, visiting experts, research staff and postgraduate students. The result is a dynamic, collaborative approach to research and programme development that is engaged with the needs of commercial, public and third sectors in the UK and internationally.
Research within the Business School combines intellectual rigour and innovation with practical relevance. Its academics have substantial experience working jointly with organisations in all sectors of the economy and directing their findings to influence management thinking and practice. There is an active PhD programme with around 55 PhD students. Since first entering the Research Assessment Exercise (RAE) in 1996, The Open University Business School has increased its research capability significantly, with external awards from Economic and Social Research Council, Engineering and Physical Sciences Research Council, Design Council, European Union, the private sector and internal sources. The 2014 Research Excellence Framework (REF) results show the high quality of the research outputs and impact of the School’s research. The School ranked 34th overall placing it in the top third of UK Business Schools. For impact, the School was placed 16th overall, indicating not only the excellence of the research but also its influence and relevance to user communities in all areas from practice to policy.

The School offers a wide range of undergraduate, postgraduate, doctoral and executive education programmes. We also make a considerable amount of learning material available for free through The Open University’s own open educational resources platform OpenLearn and popular social media such as iTunesU and YouTube, and as part of FutureLearn – an (Open University owned) international university collaboration to bring online learning to a global audience.

Further information about The Open University Business School can be found at: http://www.open.ac.uk/business-school/

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 or if you have any questions regarding the application process please contact by email fbl-recruitment@open.ac.uk

7. The application process and where to send completed applications

<table>
<thead>
<tr>
<th>How to Apply:</th>
<th>Complete the long application form</th>
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<tbody>
<tr>
<td></td>
<td>The application form has been designed to give the information needed at this initial stage.</td>
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</table>

**Covering letter**

Write a covering letter indicating why you are interested in this post and how you believe your knowledge experience and skills meet the Person Specification.

Please use the essential and desirable items listed in the person specification as subtitles within your letter. In writing your letter, examine carefully the description of the role and analyse how your skills, knowledge and experience match with the requirements set out in the person specification.

Please pick out specific examples from your experience which clearly demonstrate that you have the particular knowledge and capabilities required in the person specification.
8. Selection process and date of interview

<table>
<thead>
<tr>
<th>The interviews will take place on:</th>
<th>Interviews are planned for <strong>Early April 2018</strong>, at Milton Keynes but this date may be changed if operationally required. Please also note that occasionally there may be a need for second interview.</th>
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<tbody>
<tr>
<td>The selection process for this post will include</td>
<td>Presentation, panel interview and an in tray exercise.</td>
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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.