

JOB DESCRIPTION
Vacancy Ref: 1069-23

Job Title:	Research and Engagement Manager	Present Grade:	7
Department/College:	Faculty of Science and Technology		
Directly responsible to:	Head of Faculty Operations		
Supervisory responsibility for:	None		
Other contacts			
Faculty Associate Deans for Research and Engagement and Faculty research centre Directors; Heads of Department and departmental Directors for Research; Engagement and Partnerships; Faculty academic and professional services staff; Research and Enterprise Services; Finance Office; Marketing & Recruitment Team; Data and Analytics Team; and, the Press Office.			
External:			
External organizations (academic, business, and policy), suppliers and providers, other institutions and organizations, as appropriate			
Job purpose			
To lead the team driving the Faculty's research and engagement ambitions in three key areas: research income, research promotion and the enhancement of our research and engagement culture. The roles, as part of a Research and Engagement team within the Faculty, will be responsible for leading the promotion of the Faculty's national and international research and engagement activities and enhancing the profile, performance, quality and impact of our cross-disciplinary research community.			
The role will support the Faculty and University's strategy and associated KPIs around research and engagement. The roles will work closely with the Associate Deans for Research, and Engagement and Internationalisation, in consultation and close collaboration with our Research Centre directors, academic staff in departments (e.g. Head of Departments, Directors of Research, Impact and Engagement Champions) and other staff and divisions across the institution (e.g. Research Enterprise Services, Data Analytics, Marketing, Press Office).			
Major Duties:			
The Research and Engagement Manager will:			
<ol style="list-style-type: none"> 1. Lead the team of Research and Engagement to ensure effective use of resources and to provide an excellent service across the Faculty, implementing strategy and leading on change and continuous improvement. The management of the team include setting objectives, reviewing the service delivered and supporting team members with career development and training. 2. Communicate Faculty research and impact, translating our research for a wide variety of audiences, such as the public, government and industry. This includes the identification, development and inputting to of articles, case studies, policy statements, press releases and messaging for social media platforms. This will also involve overseeing the maintenance and update of Faculty, research centre and departmental web content including individual staff profiles, research group profiles, and the uploading of news items, blogs, and events. 3. Design and plan research and engagement events. For research, this includes events to support the establishment of new research collaborations/bids, training and development as well as seminars, workshops and annual departmental and faculty conferences involving staff and external partners. For engagement, it is especially the area of public and community events (such as exhibitions, public lecture series and other public events) which will be supported. 4. Enhance the research and engagement environment by ensuring support is provided for governance, particularly of committees, to ensure effective and efficient decision-making, reporting and monitoring of key areas. This includes comprehensive committee support for the Faculty and departmental Impact and Research Committees and administering research and engagement funds. 			

5. Provide operational support for our Faculty Research Centres, focused on enhancing research culture. This will include supporting communications, the organisation of research community events, workshops, etc.
6. Lead on the maintenance, monitoring, management, and reporting of information related to research activity within FST in liaison with pre- and post-award research support and the planning and analytics support.
7. Lead on the management, collation, analysis and presentation of research and engagement data for internal and external reports, including in support of the Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF).
8. Support the Associate Dean for Research and departmental colleagues with any other duties as appropriate to the role and grade.