

**JOB DESCRIPTION**  
**Senior Research Development Manager**  
**Vacancy Ref: A2549**

<b>Job Title:</b>	Senior Research Development Manager	<b>Present Grade:</b> 9P
<b>Department/College:</b>	Research Services, Research and Enterprise Services Division (RES)	
<b>Directly responsible to:</b>	Associate Director of Research Services	
<b>Supervisory responsibility for:</b>	None	
<b>Other contacts</b>		
<b>Internal:</b>		
Pro-Vice-Chancellor (Research and Enterprise), Associate Deans for Research, Business Development Managers, Impact Managers, Marketing and PR, Faculty Research Partnership Managers, Research Support Officers, Faculty and departmental academic and administrative staff, other sections within RES, other sections in Professional Services, eg. HR, Finance		
<b>External:</b>		
Researchers and professional staff from other research organisations, international and national funding organisations, industry and research end-users		
<b>Job Purpose:</b>		
To proactively develop and support the delivery of the University's research strategy through the provision of expert, hands-on support to senior managers and researchers in securing high quality and high value external funding. This will require the development and maintenance of strategic relationships with key funding bodies and partner organisations nationally and internationally, co-production and facilitation of bids and the optimisation of inter and intra-Faculty and departmental approaches to winning funds and responding to opportunities.		
<b>Main Duties:</b>		
<ol style="list-style-type: none"> <li>1. Working closely with the Pro-Vice Chancellor (Research and Enterprise), Associate Deans for Research and the University Research Committee, play a key role in developing and shaping strategies for research and proactively generate, identify and pursue opportunities in priority areas for strategic development.</li> <li>2. Develop and manage excellent relationships with an agreed subset of significant funders of research to enhance the University's intelligence on funding opportunities. Acting as the lead professional contact on behalf of the University, represent the University and its interests to external agencies and maintain a network of contacts at a senior level with relevant national and international officials and counterparts in other universities, including identifying and managing high level visits in order to influence and align funding opportunities with the interests and priorities of the University.</li> <li>3. Develop strategic insight of the major funding organisations through analysis and detailed understanding of their funding priorities and plans to ensure that upcoming strategically important opportunities are anticipated and taken into account in the University planning cycle. Advising and briefing senior staff on opportunities, including analysis of Lancaster's research strengths and capabilities in relation to potential competitors or collaborators.</li> <li>4. Coordinate teams of academics and relevant support staff to create and champion high quality and high value funding proposals. Co-ordinate and manage the preparation process for major project proposals, working closely with senior academics, and members of the University administration to ensure institutional support for projects of major strategic importance to the University.</li> </ol>		

5. Contributing where appropriate to proposals by drafting non-technical and institutional strategic position content and ensure it conforms to the evaluation criteria of the funding agency.
6. Reviewing research strengths in light of anticipated funding opportunities, highlighting priorities and opportunities to strengthen and integrate research capabilities. Foster new collaborations between academics and with industry by designing and hosting research sandpits and provide support for other research development activities including events to promote multi-disciplinarity, research workshops and other training events.
7. Working closely with Research Support Officers, review and facilitate the approval of grant awards on behalf of the University, liaising with the Contracts Team as appropriate and ensuring key obligations are communicated to and understood by investigators.
8. Provide support and direction through to project start-up, as well as ad-hoc support through to project closure, identifying and sharing best practice internally and feeding this back into the design of new bids as appropriate.
9. Identify, promote and support best practice in successful grant winning and project management through consultation with funding bodies and University representatives on funding agency committees and peer review panels, disseminating this in a targeted way to senior managers, Heads of Department, Research Directors and individual academics, working with Organisational and Educational Development as appropriate.
10. Help identify and support opportunities for research impact and for exploiting intellectual property within departments.
11. Feed into policy consultations and other University discussions of strategic importance to the future direction of research and supporting the development of research grant management information in the university in liaison with Pro-Vice-Chancellor (Research and Enterprise) and Planning Office.
12. Work closely and flexibly with other Senior Research Development Managers to ensure a high quality, seamless and connected service to the University community is maintained at all times.
13. Work collaboratively with the Faculty Research Partnership Managers in Research Services and the aligned Research Development Officers, contributing to balancing workloads and professional development.
14. The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.