ROLE DESCRIPTION

Post Title: Research Division Leader

School/Department:

Reports to: Head of School

Responsible for: N/A

Purpose

The Research Division Leader will provide leadership and management for research in a specified Research Division.

Main duties and responsibilities

- Providing research leadership and mentoring within the Research Division
- Ensuring that the Research Division plays its full part in fulfilling the research aims of the University as articulated in the University’s 2020 Research Plan and the University Strategy.
- Developing a research strategy for the Research Division, and identifying, together with Heads of School and Research Dean, targets for research income, research outputs, and impact.
- Implement and manage the annual Personal Research Planning Process in the Research Division, supporting individual staff members in the development of their plans and providing guidance as required. In consultation with the Head of School, providing feedback to individual members of staff.
- Informed by the outcomes of the Personal Research Planning Process, producing annual research division operational plans addressing the longer term strategy and targets set for the division.
- Participating in the relevant research theme’s Community of Practice for Research Division Leaders, and relevant Committees for External Engagement and Funding as appropriate.
- Working with the Research Dean(s) to further develop and enhance the research theme(s) to which the Research Division contributes.
- Identifying and facilitating access to appropriate funding sources, and implementing effective peer review processes for grant proposals in the Research Division.
- Implementing a publication support and evaluation process for the Research Division and report on progress through the Research Outputs Support System (ROSS). Ensuring that relevant publications comply with the University’s policy on Open Access.
- Supporting the development of impact case studies in the Research Division.
- Working with Research Dean to identify required support from Central Services for specific projects.
- Encouraging and engaging in cross-disciplinary research activities, and working with relevant inter-disciplinary research clusters.
• Working with the School/Department Director of Postgraduate Research Studies, to ensure that postgraduate research students are fully integrated in the research culture of the Research Division.

• Work with relevant School/Department Directors of Postgraduate Research Studies to monitor performance against set PGR recruitment targets.

• Ensuring that research carried out within the Research Division complies with the University’s Quality Assurance, ethical and research data management policies.

• Chairing the Research Division’s Research Committee.

• Advising on applications for Study Leave within the Research Division.

• To lead by example, undertaking and maintaining own research excellence.

**Supervision received**

The Research Division Leader will be line managed by the Head of School and supported by the Research Dean.

**Supervision given**

There are no specific line management responsibilities, but the Research Division Leader will be expected to provide leadership, guidance, and support to research active members of staff. The Research Division Leader will work alongside the Head of School, who will have line management responsibility for individual staff members.

**Contact**

Academic staff within Research Division

Relevant Head of School/s

Research Deans

Research Division Leaders in the theme

Research support central services (R&E, PSO, MCE, KTC, etc.)

External bodies relevant to the Research Division

**Terms and conditions**

The term of appointment will be three-years in the first instance.

This is a leadership role to be undertaken in conjunction with regular academic activities. A set honorarium is not attached to the role.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed:**
# PERSON SPECIFICATION

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<tr>
<th>Job Title</th>
<th>School/Department</th>
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<td>Research Division Leader</td>
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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| **Skills Required**       | • Ability to articulate a vision for the RD and how this can be achieved  
                           | • Ability to influence and communicate university research priorities  
                           | • Ability to work with colleagues in the Research Division, research theme, and wider university.  
                           | • Ability to support the development of researchers at different career stages  | • Experience of interdisciplinary research |
| **Attainment**            | • Recognised record of research excellence, evidenced by a track record of 4* and 3* research outputs  | • Record of obtaining external research funding  
                           |                                                       | • Experience of non-academic impact |
| **Knowledge**             | • Knowledge of university research management processes  
                           | • Knowledge of RD-relevant funding environment  
                           | • Knowledge of REF-related processes  | • Knowledge of relevant external non-academic stakeholders |
| **Relevant Experience**   | • Previous administrative or managerial experience at Department of School level  
<pre><code>                       | • A strong track record of research for publication  | • Experience of engaging with research funding bodies |
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<tr>
<th>Disposition</th>
<th>Other</th>
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<td>• To be fully committed to the research success of the Research Division</td>
<td>• The role will require working closely with the Head of School and</td>
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<td>• Willingness to provide leadership in research</td>
<td>Research Deans.</td>
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<td>• Committed to mentoring and supporting the development of others</td>
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<td>• To be fully committed to the University Values and Behaviours</td>
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Completed by: ___________________________  Date: ___________________________