

## Associate Dean for Research

**School or Department:** Science and Technology

**Grade & Salary:** Management Grade 3 (£90,000 - £105,000 p.a. pro rata)

### Role Description:

#### Job purpose:

- Provide strategic leadership and operational support to the Executive Dean of School on the development, implementation and monitoring of the School Research and Knowledge Exchange Strategy and Plan, the enhancement of the quality and volume of the School's research environment, income, output and impact, and the development of a high quality research culture in the school.
- To work with the Pro Vice-Chancellor Research and International, the Director of Research Strategy and Operations, the Director of Research Culture and Environment and the other Associate Deans for Research as required to ensure that the ambitions associated with the Valuing Ideas theme of the NTU Strategic Plan are fully realised.
- Be an active and engaged member of the School's leadership team, working closely with colleagues within the School and across the University to deliver the NTU Strategic Plan and the School's objectives and ensure the alignment of learning and teaching, research, international and other key agendas.

**Principal duties and responsibilities:** The role will encompass all of the following, but the balance of duties and responsibilities will be determined in discussion with the Executive Dean.

- 1) To lead on the development and monitoring of the School Research and Knowledge Exchange strategy and annual plan, including overseeing the use of School QR funds to support the Plan. To report formally annually to the Executive Dean of School and the Pro Vice-Chancellor for Research and International on progress towards its delivery.
- 2) To lead the schools REF planning, policy implementation and monitoring, including: to lead, coordinate and provide support for the Unit of Assessment Coordinators in the School as they work to ensure the optimisation of performance on any future assessment of research excellence; to ensure that there is full and effective engagement with the REF preparation activities as determined by the NTU REF Planning Group.
- 3) To be a leading member of the School Executive Team, and relevant sub-committees and other University level research structures. To chair the School Research Committee and represent the School on the University Research and Innovation Committee, as required.



- 4) Develop and manage a high performance research and knowledge exchange culture across the School, including motivation, performance management and professional development of direct reports. Proactively coach and mentor staff within the School who hold line management responsibility and support them in the discharge of their duties, including both nurturing talent and any improving performance cases, absence management and any other people management issues.
- 5) To lead and be responsible for staff planning activity, including: succession planning, recruitment and selection, induction and probation, management of staff attendance, and overseeing the appraisal process to ensure objective setting is aligned to departmental/School plans.
- 6) To lead and manage the strategic planning and organisation of an active research environment in the School, engaging undergraduate and postgraduate students and staff with research, practice and scholarship and which operates in accordance with the Research Integrity Concordat and within the relevant legislative frameworks.
- 7) Work with the School Executive and contribute to the determination, agreement and management of delegated budgets and resources for; staff, revenue, staff development and travel, 3rd stream income, research (including REF), and commercial activity.
- 8) To stimulate and help build and sustain capacity for high quality research activity across the School Academic Departments, ensuring a Personal Research Plan is wholly integrated with the annual appraisal cycle for all relevant academic staff.
- 9) To work with the Head of Research Operations to ensure effective capture of all forms of research and research-related activities including KTPs and contract research undertaken in the School, and factors of external esteem for staff, and to ensure the effective utilisation of this information for planning, monitoring and enhancement of research capacity, capability and impact.
- 10) Working closely with the Pro Vice-Chancellor for Research and Internationalisation, the Director Research Strategy and Operations, and the Strategic Research Theme Co-Directors to develop strategic opportunities for, and encourage academics to engage in, multi-disciplinary research within the School, and more broadly, across the University and externally with other organisations.
- 11) With a strong emphasis on the quality of bids submitted, to work closely with the NTU Research Development Team and Pre-award team to ensure that researchers are engaging with professional services colleagues as necessary to support bid development activity and ensure that University's pre-award processes are being adhered to.
- 12) To ensure robust use of Worktribe to capture detailed information of all research activities undertaken in the School and the effective utilisation of this information for planning, monitoring and enhancement of research capacity, capability and impact.
- 13) To head the School's Worktribe Approvers Group for all externally funded research (bids, tenders, and contracts), in line with University policies. This includes taking an overview of all bids that are under development, liaising with researchers, Heads of Department, School



Operations Manager, the Pre-Award Team and the Research Development team about peer review, issues regarding fit, quality, costings, matched-funding, funder requirements and University processes.

- 14) To work closely with the Library's Open Research Consultant for the School to ensure effective compliance with institutional policies related to Open Research, as well as the mandates of UKRI, REF and other external funders of research, and to ensure that research within the School is undertaken in accordance with the NTU Code of Practice for Research.
- 15) To work with the Governance and Legal Services Team, the Pre-Award Team, and the Research Commercialisation Manager to ensure that intellectual property arising from research is protected, in support of its subsequent successful exploitation.
- 16) To work with Knowledge Exchange and Impact Officers to identify funding and drive knowledge exchange activities and impact opportunities. To support KEF planning as appropriate.
- 17) To manage the work of the School's Director of Postgraduate Research in support of the realisation of the relevant aims of the School Research Plan and the relevant actions of the NTU Strategic Plan.
- 18) To engage with the University's Research communication strategy and lead on the effective internal and external communication of the research activities of the School including taking principal responsibility for the organisation, of an Annual School Research Conference, supporting research student training and development and ensuring that research centres of excellence /subject areas have a lively and engaging research seminar programme.
- 19) To contribute to the leadership and delivery of an inclusive school culture, in both learning and teaching and in research, practice and scholarship, in which individuals are respected and valued in line with NTU policies and ensuring all statutory obligations are both met and exceeded.
- 20) Contribute to the leadership and delivery of a pro-active Health and Safety culture within the school, in line with NTU Health and Safety policies.
- 21) To chair the School Research Committee and represent the School on the College and University Research and Innovation Committee, as required and to represent the Dean, School and NTU on relevant internal and external committees, networks and working groups.
- 22) To be responsible for ensuring that all University Policies, Procedures and statutory responsibilities are appropriately applied and followed within the areas of responsibility of the post.
- 23) To carry out research at Professorial level that is internationally leading in terms of originality, significance and rigour in one of the key areas of strength or emerging strength within the school.
- 24) Where appropriate, lead on designated cross-University activity and initiatives.



### Our Principles, Our Ways:

Our Ways represents a commitment to making a difference, taking bold steps, and maintaining moral standards. It's about proactively creating positive change while prioritising integrity and accountability in all our actions. We encourage colleagues to strive towards Our Ways with the following behaviours:

| Our Ways                  |                     |                              |
|---------------------------|---------------------|------------------------------|
| We change lives.          | We are bold.        | We do the right thing.       |
| Relationships with others | Adaptability        | Planning and delivering work |
| Delivering through others | Problem solving     | Accountability               |
|                           | Developing yourself |                              |

### Personal Attributes:

| Attributes | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable                                                                                                                                                                            |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Knowledge  | <p>Knowledge and understanding of public policy relating to research in the Higher Education sector in the UK and internationally.</p> <p>Highly developed knowledge of approaches to teaching and research in a relevant discipline.</p> <p>Understanding of the research environment and Research Excellence Framework (REF) context that the School is operating within. Knowledge and understanding of the University structures, governance and quality management.</p> <p>An understanding of the Science and Technology research context, developments trends and ethos within the UK Higher Education Sector.</p> | <p>Well networked within UKRI or relevant industry and wider research sectors</p> <p>Understanding the Knowledge Exchange Framework and experience of delivering in this sphere.</p> |
| Skills     | <p>Strong interpersonal skills, with the ability to negotiate, liaise and motivate and influence</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <p>Proven record of developing new ideas and approaches, as a continual process involving some</p>                                                                                   |



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|            | <p>people and organisations. Excellent communication and presentation skills.</p> <p>Excellent planning and organisational skills. Track record of strategic planning and business development. Ability to analyse, interpret and present complex data and information to a non-specialised audience.</p> <p>Track record of ability to manage and be accountable for budgets.</p> <p>Credibility and integrity in dealing with people at all levels, and particular at senior level to ensure confidence of ability to lead and support significant projects and initiatives.</p> <p>Ability to contribute effectively to the strategic planning and staff/resource management processes within the School as required. Demonstrate experience of formulating and leading change.</p> <p>Ability to identify and respond to issues with flexible and effective solutions.</p> <p>Ability to operate effectively in an open, accountable and complex environment.</p> | <p>design input, that impact upon established methods and approaches.</p>                                                                                                                                                                    |
| Experience | <p>Proven track record and current high quality research profile at internationally leading level in one of the successful established or emerging research areas within the School.</p> <p>Successful and substantial experience of research leadership and management</p> <p>Proven track record in research grant capture or other income generation and management.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Experience of working with industry in contract research and/or commercial/ enterprise external income generation.</p> <p>Experience of contributing to national policy development with HE (e.g. in research/own disciplinary area).</p> |



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|                | <p>Experience in working successfully and collegially with senior academics in research and knowledge exchange with a firm commitment to support team working and diversity within teams.</p> <p>Proven track record in grant capture and/or other income generation and management. Evidence of successfully writing bid/grant applications and management of large, multi-partner, grants (UKRI/EU).</p> <p>Experience of successful research degree supervision and/or research degree examining.</p> <p>Demonstrable experience of effective performance management and supporting staff development.</p> <p>Experience of commitment to enhancing the research environment.</p> <p>Experience of having worked at pace in an ambitious environment.</p> | <p>Experience of UKRI awarding panels.</p>                                                                                                                                                                                                                               |
| Qualifications | <p>Doctoral level or equivalent qualification in a subject area related to the School.</p> <p>Evidence of ongoing professional development and maintaining currency of own practice.</p> <p>Strong combination of academic qualifications and / or relevant professional standing.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Membership of and active engagement with relevant research bodies/networks.</p> <p>Membership of and active engagement in the activities of an appropriate professional body or learned society.</p> <p>Strong academic publications record relevant to the post.</p> |