

Deputy Director of Research and Enterprise

Job Reference:	
Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 10
Contract Type:	Permanent
Hours:	35 hours per week (Full time)
Location:	New Cross, London

Closing date for applications: **14 June 2020**

Interviews: **Week commencing 22 June 2020**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



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Department of Research, Enterprise and Knowledge Exchange

The Research and Enterprise Department delivers the University's Research and Enterprise strategy. The Pro-Warden for Research and Enterprise provides academic leadership of this area and the Department is under the strategic management of the Director of Research, Innovation and Knowledge Exchange who reports to the Pro-Warden for Research and Enterprise.

In sum, the Department as a whole supports:

- the development of research and knowledge exchange bids;
- the financial management (and associated reporting) of the grants that are secured;
- the facilitation of partnerships between the academic research and external organisations in the private, public and third sectors, including contract research collaborations and consultancy projects;
- the University's compliance with codes of conduct, ethics and other statutory requirements;
- the development and delivery of the university's portfolio of unaccredited short courses and Executive Training.
- the University's REF submission;
- the commercialisation of Intellectual Property;
- Researcher Development – shaping and delivering training and mentoring that complements support from HR and academic departments;
- Policy-related activities.

Following a recent review of the structural capacities and capabilities within Research and Enterprise, we intend to develop the functions of Research and Enterprise to the benefit of Goldsmiths' strategic advantage, with the aims of:

- Building academic capacity;
- Bringing together two previously distinct, but complementary teams – Research Services and Enterprise Office – to enable the synergies and joint working that will increasingly be required to enable the College to respond to

the changed external funding landscape, particularly funding streams related to the Government's Industrial Strategy;

- Enhancing our understanding of the strategic aims of grant bodies;
- Being ready to respond to the timescales and specificities of research and enterprise funding opportunities;
- Building local relationships, business relations but also relationships with other universities;
- Developing clearer narratives about why Goldsmiths is the partner of choice for large consortium bids.

About this role

The Deputy Director oversees the day-to-day management of the Research and Enterprise team, which works collaboratively with the University's academic community to deliver its Research and Enterprise strategy. This post has operational responsibility for pre- and post-award management, knowledge exchange and business engagement. While management of Researcher Development activities, REF and IP and licencing are led by others in the department, the post holder is expected to ensure that the team s/he leads engages appropriately with these other areas in the department.

Working closely with the Director of Research, Innovation and Knowledge Exchange, the post holder will play an important role in helping to deliver these objectives. In addition, there are a number of personal deliverables for this post in the period from early 2020 onwards, including:

- Drive greater integration, agility and flexibility across the University's Research and Enterprise professional services team.
 - Develop processes to strengthen our understanding of the strategic aims of external funders and potential research and business partners.
 - Oversee the implementation of a new IT research grants system.
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Job description

Responsibilities of the Post:

Planning and Delivery

1. Manage and lead staff working on research development, research finance and enterprise, ensuring that they have the skills and capability to support the needs of the University in delivering its strategies for Research and Enterprise in the areas of planning, pre-award support, post-award management, partnership development, funder engagement and relationship management and profile-raising.
2. Foster a culture that enables team members to provide an effective and efficient service to academics and the delivery of 'customer-oriented' services that align with the College's vision for Research and Enterprise.
3. Manage the annual budget, ensuring that all operations and activities are provided at optimum cost effectiveness and in a timely and professional manner.
4. Develop, design and keep under review the systems and processes required to deliver a high quality Research and Enterprise function in line with internal and external requirements.
5. Ensure that the College is operating within the regulatory, compliance and reporting requirements of all its funders (such as HEBCI reporting requirements as well as issues concerning due diligence, ethics and research integrity).
6. With the Director, to strengthen our intelligence and horizon scanning functions to help us be 'bid ready' with plans and possible projects developed in advance of new opportunities being announced.

7. With the Director, to identify businesses with whom we can build sustainable and impactful relationships.
8. Oversee the management of new income streams and funder/business relationships.

Support decision making

9. Prepare reports and analysis for University committees and stakeholders, including the implementation of any decisions taken.
10. Support the annual planning process for Research and Enterprise and inform the University's broader planning process, including the development and use of data and analysis to inform both service and process design and contribute to the development of measures to assess performance.

Communications and relationships

11. Work proactively with academic departments and other professional service teams to identify promising projects and initiatives and ensure the support is in place within the team to help realise their potential.
12. Support the development of a compelling narrative of the University's strengths for internal and external audiences and stakeholders.
13. Promote the benefits of research and business engagement to academic departments.
14. Represent the University in external meetings.
15. Deputise for the Director of Research, Innovation and Knowledge Exchange as appropriate.

These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Desirable criteria sections show additional attributes which would enable the applicant to perform the role more effectively with little or no training.

The Category column indicates the method of assessment:

A = Application form C = Certificate
I = Interview R = Reference
T = Test / P = Presentation

	Category
Essential Criteria 1 - Qualifications	
First Degree or equivalent professional qualification	A, C, I
Essential Criteria 2 - Experience	
Demonstrable track record of leading and developing high performing teams across complex organisational structures	A, I, R
Experience of comprehensive planning and operational management at an organisational level	A, I, R
Demonstrable experience of establishing effective working relationships and partnerships across multiple stakeholders	A, I
Experience of budget management	A, I

Experience of establishing and working within a project and matrix management environment	A, I, R
Demonstrable experience of creating a culture that puts “customers” at the heart of service delivery whilst operating efficient business processes.	A, I
Demonstrable experience of working at senior level with regulatory and funding systems	A, I
A successful track record of leading and winning major funding bids	A, I, R
Desirable Criteria 2 - Experience	
Experience of leading on organisational change programmes	A, I
Experience of writing and implementing organisational plans and strategies	A, I
Experience of developing and delivering a compelling narrative both internally and externally	A, I
Essential Criteria 3 – Knowledge	
Up to date knowledge of external policy changes that affect future requirements and opportunities in relation to Research and Enterprise	A, I
Good knowledge and understanding of the HE sector, including a range of HE research funders	A, I
Desirable Criteria 3 - Knowledge	
Good knowledge and understanding of the private sector	A
Essential Criteria 4 - Skills	
Excellent written and oral communication, presentation and organisational skills.	A, I
Demonstrable ability to show leadership and vision in communication that can galvanise activity and culture change.	A, I
Ability to think and act strategically, balancing conflicting requirements and maintaining the team’s focus on key priorities	A, I
The ability to bring out the best in staff through strong and strategic line management	A, I
Ability to identify and implement innovative and creative solutions to resolve problems or realise opportunities	A, I
Highly numerate and experienced in managing budgets	A, I

High level IT skills and an ability to understand how user requirements can be mapped to choice of software implemented	A, I
Proven track record of influencing and of building productive relationships and partnerships with internal stakeholders at all levels across the organisation and with external bodies.	A, I, R
Ability to take a leading role on strategic or policy matters that are relevant to this role	A, I
Ability to develop and deliver training for the immediate team and wider academic community	A, I
Ability to effectively lead and motivate staff. Be an effective member of a team and work beyond departmental boundaries.	A, I
Ability to work independently and be self-reliant	A, I
High level negotiating and influencing skills	A, I
Ability to manage and prioritise the post's workload	A, I
Ability to adapt to changing priorities and timescales	A, I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

For more information about the role, please contact **Jennie San**, e-mail j.san@gold.ac.uk.

May 2020

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with a comprehensive and innovative staff development programme.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- On-site cinema, Curzon Goldsmiths, with staff discounts and special screenings
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Access to exclusive discounts, including high street retailers
- Maternity, paternity, shared parental leave and adoption leave and pay and tax efficient childcare voucher scheme
- Contractual sick pay provision
- Free eye tests
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#) and [gym](#)
- Access to [University of London facilities](#) such as Senate House Library

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about.

We can supply information in alternative formats for people with a visual impairment or dyslexia. For this please contact hr@gold.ac.uk, or visit www.gold.ac.uk/hr.

Thank you for your interest in working with us, we wish you all the best with your application.