

School Research and Knowledge Exchange Manager

Job Reference:	9455
Department:	Research, Enterprise and Knowledge Exchange
Grade/ Salary:	Grade 8
Contract Type:	Permanent
Hours:	Full time
Location:	New Cross, London

Goldsmiths

At Goldsmiths, we are committed to making a difference through our teaching, research and knowledge exchange. We are a campus-based university located in the London Borough of Lewisham. Goldsmiths is an important source of social, cultural and economic impact in Lewisham and the South East as well as more widely, with some 10,000 students, 1,300 staff and an annual turnover of £126 million.

As a leading arts, humanities and social sciences university, we produce the future leaders and talented individuals that are in demand from many of the fastest growing sectors in the UK. Through our strong track-record of developing effective and innovative collaborations with business and other non-academic actors, we also contribute substantially to local, national and international growth, development and well-being.

We are looking for inspiring, dedicated and talented people to help build on our reputation as a research-intensive university and a leader in knowledge exchange 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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Together
we are different

Job Description

Department of Research, Enterprise and Knowledge Exchange

The Department delivers the University's Research, Enterprise and Knowledge Exchange Strategy. The Pro-Warden for Research, Enterprise and Knowledge Exchange 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. The Department as a whole supports: the development of research and knowledge exchange bids; post award management (including statutory reporting); the university's compliance with codes of conduct, ethics and other regulatory requirements; business enterprise and knowledge exchange, IP and spin outs; the University's REF submission; and civic and public engagement.

Reporting to: Deputy Director of Research and Enterprise

Summary:

The role holder will be responsible for overseeing the support provided by the School Research and KE Officers for research related and KE operations at School level within the College. This is a new post and function within Research and Enterprise, aimed at heightening efficiencies and supporting greater integration and alignment between the University's strategies for research and knowledge exchange and those at School and departmental levels.

Working within Research and Enterprise, s/he will contribute to the development and implementation of improved systems and processes across the College, to help enhance the capacity of Goldsmiths to secure and manage increased research and KE income, and to support the career development of its researchers and the research environment within which they operate. The role holder will also work on the development of new or planned initiatives as part of the College's commitment to Research and Knowledge Exchange. S/he will play a key role in supporting effective two-way engagement between the College's research and KE strategies and those of Schools and departments, including activities to advance the College's thematic research priorities.

The post holder will provide expert advice and support at the highest standards of service to academic and professional staff across multiple departments. We are seeking a motivated professional, with an established track record of working in a research environment. Flexible and versatile, the role holder will have proven communication, collaboration and numeracy skills, in addition to an excellent understanding of the UK funding landscape and processes. S/he will build effective relationships across the university. The post holder will need to be a self-starter who is experienced at staff management and adept at responding to changing demands and new opportunities.

Main duties:

1. To provide high-level support to the Pro-Warden (Research, Enterprise and Knowledge Exchange), Director of Research, Innovation and Knowledge Exchange, and the Deputy Director of Research and Enterprise.
2. To manage and oversee the School Research and KE Officers and their professional development.
3. To encourage heightened engagement across all the Schools with the support provided by the Research and Enterprise Department, raising awareness and understanding of available services as well as helping to build capacity where gaps exist.
4. To ensure that the College's strategies for research, enterprise and knowledge exchange are understood and are reflected appropriately within School and Departmental Research plans and priorities.
5. To oversee the day-to-day research and KE activities across the School that are delivered by the School Research and KE Officers.
6. To oversee the creation and evidencing of impact case studies across the Schools and to work with other colleagues in Research and Enterprise on the development of compelling narratives about why Goldsmiths should be the partner of choice.
7. To oversee the servicing of research, ethics and KE committees that sit at department or School level.
8. To work with other colleagues within Research and Enterprise on the College's Researcher Development programme, actively engaging in delivery as appropriate.

9. To contribute to the College's annual reviews of departmental research clusters and research units.
10. To work with other colleagues within Research and Enterprise on the development of new proposals seeking external funding by raising academic staff awareness of, and readiness for, external funding opportunities as well as by supporting the shaping, costing and submission of proposals.
11. To support the roll-out of the College's online research grants management system, Worktribe, ensuring that its benefits and the opportunities it provides are understood and maximised across the School; and to encourage greater uptake of the College's Business World/Agresso system, specifically in relation to research grants.
12. To work effectively as part of a wider team, providing support to other colleagues as appropriate at certain 'pinchpoints'.
13. To draft reports, analysis and other content for internal and external audiences.
14. To maintain an up-to-date knowledge of the research and KE landscape, ensuring that any changes in policy and procedure on the part of funding bodies are brought to the attention of relevant colleagues and applied as appropriate.
15. To proactively promote good research grant management practice with academic staff across the Schools, contributing to capacity building as appropriate and helping to ensure compliance with funders' and regulatory requirements.
16. To build and sustain strong and positive working relationships with internal and external stakeholders.
17. To undertake any other tasks that may reasonably be required from time to time.

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 these criteria.

The Essential criteria sections show the minimum essential requirements for the post. If you cannot demonstrate in your application that 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	
Educated to a degree level or equivalent	A, C, I
Essential Criteria 2 - Experience	
Experience of research grant management	A, I, R, T
Experience of project management and managing budgets	A, I, R, T
Experience of staff management	A, I, R
Desirable Criteria 2 - Experience	
Previous experience of working within the UK HE sector	A, I, R
Essential Criteria 3 – Knowledge	
Knowledge of the research and KE funding landscape	A, I, R, T
Essential Criteria 4 - Skills	
Strong communication (written and verbal) and interpersonal skills	A, I, R
Excellent numeracy skills and solid working knowledge of Excel, Word and MS Teams	A, I, R, T
A flexible approach to carrying out day-to-day duties, ability to prioritise effectively a varied workload and meet demanding deadlines	A, I, R
Essential Criteria 5 - Additional Attributes	
A pro-active, collaborative, customer-orientated approach, and dedication to providing high-quality service	A, I, R
An enthusiastic, self-motivated individual, able to work effectively with internal and external stakeholders at various levels of seniority	A, I, R
A track record of motivating direct reports with successful outcomes	A, I, R

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 the appointment.

For more information about the role, please contact Human Resources, e-mail hr@gold.ac.uk.
