UNIVERSITY OF WARWICK

Job Description

Job Title	Research Manager
Department	Politics and International Studies
Grade	FA7

Job purpose (a brief summary of the role)	To support the Department in the development and delivery of its strategic objectives in research and impact. To advise academic staff, Professional Services research teams and the Department's senior management on matters relating to research and impact activities. To lead and manage the Department's Professional Services Research Team in the delivery of internally and externally funded research and impact work.
Duties and responsibilities	**Strategy** • Work with the Director of Research and Head of Administration to develop, implement and manage research activities within the Department to enable high quality research to be undertaken to support the delivery of the Department's strategic plans. • Act as a key member of the Department's Research and Impact Committee and Senior Management Team (and other groups as required). Participate proactively in policy and procedural development to ensure the delivery of excellent service for research support. • Develop close working links with other departments/the Faculty/University (e.g. Research and Impact Services (RIS)) and the Faculty Hub to enhance the overall provision of research support to the Department. • Provide support to the Head of Administration, the Director of Research and the University's Finance Office in the 5-year financial planning process. Advise on research income generation, forecasts, modelling and growth. • Support the Department's REF Coordinator in the Department's Research Excellence Framework preparation and submission. Manage the processes to ensure that all appropriate information is entered into the relevant IT systems. • Support the delivery of impact and related engagement activities, when required. **Research Development** • Liaise with RIS to take advantage of research opportunities and maximise research activities in order to meet departmental targets. • Proactively advise staff of relevant funding opportunities and support the development of research grant applications. Advise on the application procedures, eligibility criteria, submission procedures (including electronic document submission as required by the Research Councils and the European Commission) and funder's terms and conditions. • Support academics in the preparation and costing of bid proposals. Ensure appropriate cost recovery and compliance with the University's Financial Regulations and funder terms and conditions. Oversee the internal approval of all research bids with responsibility for approving the final costings. **Post-Award Management (Internal and External Research Funding)** • Responsibility for the interpretation of post-award information received from external funders.

	• Oversight of the creation of contracts, the delivery of outputs and adherence with funder reporting procedures. • Provide support to academic colleagues to ensure compliance of research proposals/ projects with all internal and external rules and regulations (e.g. financial, ethical, data protection, funder requirements, contractual terms and conditions). • Responsibility for the management of research funding. Work with the Department's Professional Services Research Team to devise, implement, and manage accurate and timely budgetary systems for effective financial monitoring. • Work with academic staff, the Department's Professional Services Research Team and RIS to ensure the timely completion of timesheets, submission of interim reports and documentation required by funders. Assist academic colleagues with final grant reports, in adherence to strict funder regulations. **People Management** • Lead and manage the PAIS Professional Services Research Team to enable high quality research to be undertaken. • Promote and embed a positive working culture to enable all professional staff to reach their full potential. • Responsibility for the management and delivery of Department processes that support the recruitment and appointment of academic and Professional Services staff to research funded posts. Advise on the relevant processes and procedures and liaise with the People Team when necessary. • Provide advice and guidance regarding visiting research fellow applications and arrangements for their visits. **General** • Deputise for the Head of Administration or Director of Research as and when required. • Work with the Department's Web Administrator to maintain and develop the research sections of the Department's website. Disseminate relevant information to staff via other Department communication channels. • The above duties are not exhaustive and may be subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.

Person Specification

The Person Specification focuses on the essential and desirable knowledge, skills, experience and qualifications required to undertake the role effectively. This is measured by (a) Application Form, (b) Test/Exercise, (c) Interview, (d) Presentation.

Essential Criterion No.	Essential Criterion Description	Measured by
E1	A good first degree (2.1 or above) or equivalent.	A
E2	Significant experience of working at a senior level in a research support or similar service in a higher education context.	A & C
E3	Experience of grant proposal development, complex budgeting and knowledge of the funding environment for research and impact.	A & C
E4	Experience of contributing to strategic planning, preferably in a higher education research context.	A,C & D
E5	Experience of overseeing the management of externally funded research projects.	A,C & D
E6	Up to date knowledge of, and ability to interpret and advise on, complex guidelines, legal requirements and financial regulations.	A & C
E7	Excellent written and numerical skills, with the ability to write clearly for a variety of audiences, and to produce and analyse source material, information and data.	A,B & D
E8	Substantial experience of engaging, and collaborating, with internal and external stakeholders.	A & C
E9	Excellent communication skills with the ability to influence and negotiate effectively with a range of stakeholders.	A,C & D
E10	High level of self-motivation and personal accountability with the ability to plan and deliver goals to deadlines under pressure.	A & C
E11	Excellent interpersonal and management skills, with proven experience of leading, motivating and managing a team.	A & C
E12	Highly proficient IT skills, with the ability to use computerised and web-based administrative systems and data sources. Able to learn new IT skills and software packages as required.	A & C

Desirable Criterion No.	Desirable Criterion Description	*Measured by*
D1	Postgraduate degree or equivalent qualification.	A
D2	Experience of supporting external research assessment processes (e.g. REF).	A & C