

Post Details		Last Updated: January 2026	
Faculty/Administrative/Service Department:	Research, Innovation and Impact (RII)		
Job Title:	Strategic Research Development Manager		
Job Family & Job Level	Professional Services	Level 5	
Responsible to:	Director of Research, Innovation and Impact		
Responsible for:	N/A		
<u>Job Purpose Statement</u>			
<p>The post holder will work across the University, reflecting the University's strategic priorities at any given time. The post holder complements, and will work closely with the Research Development Managers who sit in the Faculty Research and Innovation Office, playing a pivotal role in growing the University's research income from key sponsors in line with University and Faculty Research and Innovation strategies. The focus of the work will be driven by the R&I strategy and championed by the PVCRI.</p> <p>The post holder will work closely with the University's academic community and Senior Leadership, across a specific portfolio/funder/theme providing senior level advice, guidance and support relating to grant and contract applications for research-related funding, proactively identifying and securing research funding opportunities and new partnerships and managing large, complex grant submission. As part of the role, the post holder will be expected to develop an excellent understanding of a particular funder, thematic area etc, this will involve undertaking deep-dives of our own data as well as analysis of external data, policies and strategies, to be then distilled into action plans or strategies for review by ADRIs, PVCRI and other key stakeholders. The post holder will build successful relationships with funders, colleagues at other HEIs that will support the University's R&I strategy.</p> <p>You will take ownership of the key stages of the application lifecycle for cross-faculty bids and for specific bids identified as part of the RII strategy, proactively providing guidance and oversight for the duration of the award, as well as contributing to the dissemination of key information on research-support projects, knowledge sharing and application enhancement activities. Maintain good understanding of the University's policies and processes as they relate to research activities.</p>			
<u>Key Responsibilities</u> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<ol style="list-style-type: none"> 1. Developing and maintaining a high level of knowledge for an agreed subset of major funder/customer relationships, gathering, analysing, and disseminating and providing specialist advice on funder policy and research priorities / fore sighting information. Contributing ideas and content for the promotion of the University's capabilities, expertise, and activities to relevant funders. Establish relationships with a specific range of relevant funding agencies. 2. For a specified funder/theme/ or interdisciplinary/cross-faculty opportunities: Lead on horizon scanning, promoting and targeting funding opportunities, collaborating with Research Development Officers, ADRIs, Directors of Research. Where applicable, planning and organising complex bids alongside academic staff, offering professional guidance in developing their funding portfolios. 3. For a specified funder/theme/ or interdisciplinary/cross-faculty opportunities: Working closely with academic staff in the preparation of externally funded high value, complex or strategic research applications, reviewing bids and drafting non-technical and institutional strategic position content where appropriate, advising on the application procedures, funders' submission systems and terms and conditions and ensuring bids meet eligibility and evaluation criteria of the funder. 4. For a specified funder/theme/ or interdisciplinary/cross-faculty opportunities: Proactively guide the application process, including the University's approval/exceptions and costings processes as required, coordinating with RII Teams and Professional Services, (e.g., Finance, Advancements, Procurement, Estates, and IT)) to provide expert advice and recommendations to academics and research groups, aiming to increase the success of proposals, ensuring high quality submission by deadline, efficient transition of awarded projects, ensuring that effective monitoring is in place. Taking a customer service and ownership approach to supporting researchers throughout the project lifecycle. 5. Working with the faculty-based Research Development Managers and key stakeholders, contribute to the development, implementation and evaluation of the University's research and innovation related strategic and 			



operational plans and priorities. **Lead on cross-University peer review processes, mock panel interviews and research development procedures.**

6. Identifying potential areas of collaboration, working with Research Directors and senior colleagues across the University to manage the process of bringing researchers together for collaborative grant opportunities.
7. **For a specified funder/theme/ or interdisciplinary/cross-faculty opportunities:** Provide project management support for collaborative bids (including those led by a third party collaborator), identifying, liaising and maintaining relationships with key internal and external stakeholders.
8. Plan, deliver or contribute to research funding or research-related events, training, including workshops, sandpits, network sessions and events. Facilitate workshops and meetings to explore opportunities and lead on delivery of actions in close liaison with ADRI, FRIM and Project Leads
9. **For a specified funder/theme/ or interdisciplinary/cross-faculty opportunities:** Oversee a high-quality award set-up, ensuring transition of awarded grants to post-award, liaising as required with other RII colleagues and continuing to monitor progress through the lifetime of the award/grant.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post-holder will work within established departmental processes and procedures with limited day-to-day supervision to prioritize and sync the organisation and delivery of work activities.
- The post-holder is expected to apply judgement and initiative when managing his/her workload and any medium-term priorities to ensure that the sometimes conflicting demands of the application process and contract negotiation are met on time.
- The post-holder has the freedom to take a pro-active approach to achieve the desired results, provided actions are consistent with policy and any guidance provided by the Research Applications Manager.
- The post-holder will be expected to have good organisational skills and to work flexibly in order to meet the varying demands of funders calls and project work

Problem Solving and Decision Making

- The post-holder is expected to frequently provide advice and solutions to routine day-to-day problems and issues in his or her specialist area, such as advising University academics on the implications of the different funding schemes, using existing policies and guidelines as well as through inquiry to funding agencies, partnering organizations or internal experts.
- The post holder will use his/her experience to provide support in the development of financial and non-financial elements of research applications, including reviewing and advising on impact statements and justification of resources statements.

Continuous Improvement

- The post-holder is expected to suggest improvements to current working methods or systems and to advise their line manager where there are specific issues which need to be addressed.
- The post-holder is expected to take a pro-active approach to identifying ways to address reoccurring problems and to implement solutions under the guidance of his or her line manager.

Accountability

- The post holder will play a significant role in the grant and contract development process and development of strategy across faculties and the University.
- The post-holder will at times be responsible for supporting and managing the University's research applications through to submission ensuring adherence to funder call specifications, terms & conditions, and deadlines.

Dimensions of the role

- No direct line management responsibilities with the exception of the Strategic Research Development Manager International (see supplementary information below).
- A service role, primarily with researchers, is critical to ensure strategic target attainment.

Supplementary Information

The RII teams are responsible for the provision of a comprehensive research support service to our academic staff. Research income is acknowledged as a key measure of research success, and the University is committed to increasing significantly the value of new research grants and contracts over the next few years.

One of the Strategic Research Development Managers will develop and maintain a specialist knowledge and understanding of international research funding opportunities, processes. This post holder will have line management responsibility for a small dedicated Internal research team, including an International Partnership Manager, an International Research Development Officer and an International Costing Officer.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable	
Degree, HND or NVQ 4 qualified in a relevant subject, plus several years relevant experience, OR Significant vocational experience, demonstrating development through the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding/relevant work/roles, and the acquisition of appropriate professional or specialist knowledge.	E	
Postgraduate qualification or high level of experience with research in relevant subject	D	
Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Knowledge of research funding in the Higher Education sector	E	3
Several years' experience in a relevant role requiring numeracy skills	E	3
Experience of analysis, developing strategy, actions plans and measuring success	E	3
Experience of providing strategic oversight and support to large or complex research bids	E	3
Experience of working with Microsoft Office	E	2
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	Level 1-3	
Communication	3	
Adaptability / Flexibility	2	
Customer/Client service and support	3	
Planning and Organising	2	
Team Work	2	
Continuous Improvement	3	
Problem Solving and Decision Making Skills	3	
Managing and Developing Performance	N/A	

Creative and Analytical Thinking

2

Influencing, Persuasion and Negotiation Skills

2

Strategic Thinking & Leadership

2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The RII division supports the research and innovation activity across the University. Support teams are based in faculties and as part of an RII Office. The focus of the RII division is on excellence, assurance and operations. Teams support the lifecycle of research and innovation, supporting funder visits, finding opportunities, bidding and award through to demonstrating outcomes and impact (working closely with colleagues across other professional services, including Strategic Planning, Research Finance, Library and Learning Support Service and the Surrey Innovation District).

