

Post Details	Last Updated: 22/01/2021		
Faculty/Administrative/Service Department	Research Strategy		
Job Title	Research Bid Development Manager – Strategic Research		
Job Family	Professional Services	Job Level	5
Responsible to	Senior Research Bid Development Manager		
Responsible for (Staff)	None		
<u>Job Purpose Statement</u>			
<p>Research Bid Development Managers play a pivotal role in growing the University’s research income from key sponsors including UK Research & Innovation (UKRI), UK Government bodies, industry, charities and overseas funding agencies. Working closely with the Pro-Vice-Chancellor Research and Innovation, Director Research Strategy, Associate Deans (Research and Innovation) and Theme Champions, the post holder will support the development of high quality proposals, aiming for large multi-partner bids where applicable.</p> <p>The Research Bid Development Manager – Strategic Research will work across the University’s full portfolio of strategic research funding areas and research themes including:</p> <ul style="list-style-type: none"> • Technology and Society • Lifelong Health • Sustainability • Urban living • Industrial Strategy/ Innovate UK <p>The post holder will be expected to develop an in depth understanding of opportunities in key funding areas and themes, working strategically on aligning them to key University strengths.</p>			
Key Responsibilities			
<ol style="list-style-type: none"> 1. Working closely with the Director Research Strategy, Pro-Vice-Chancellor Research and Innovation, Associate Deans, Research and Innovation (ADRs) and Theme Champions to manage and contribute to the development of strategy and priorities for research funding in specific research area/s or theme/s. In particular, to manage and contribute to the development of the delivery plans that will ensure these strategies will be achieved. 2. To manage the preparation of high quality research applications, setting clear timelines, writing non-specialist content and refining specialist content, overall structure and presentation, ensuring the proposal meets the objectives and priorities of the sponsor and scheme. 3. To establish relationships with a range of relevant funding agencies, understanding their current and future research priorities, policies and strategies. 4. Provide management support for collaborative bids (including those led by a third party collaborator), identifying, liaising and maintaining relationships with key internal and external collaborators. 5. To facilitate workshops and meetings to explore opportunities within the research area or theme and lead on the delivery of actions and outcomes resulting from them, liaising closely with Theme Champions, ADRs and Principal Investigators. 6. To contribute content and expertise for training and staff development activities including the delivery of seminars, workshops, surgeries and multidisciplinary research events managed within the Directorate of Research & Innovation (RIS). <p>N.B. The above list is not exhaustive.</p>			

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

Planning and Organising

- The post holder will be expected to demonstrate a high degree of planning and organisational ability, managing conflicting and challenging deadlines for funding applications and ensuring deadlines are met.
- A significant part of the Research Bid Development Manager's role will be in supporting live applications, however they will also need to contribute to the strategy and future delivery plans for that research area, thinking in the short term (6-18 months) and longer term (2-3 years) and planning the pipeline of bid activity and their work accordingly.
- The post holder will need to horizon scan, identifying changes in the funding environment which may impact on the research strategy and on funding opportunities. Specifically, the post holder is expected to take a pro-active approach in managing their relationships with funders.
- Planning for workflow and activities will require both short (1-3 months) and medium term planning skills in order to support timely bid development support. Working with minimal supervision, the post holder will be required to apply judgement and initiative when managing their workload.
- The post-holder will set and prioritise their day to day activities in order to achieve goals and deliverables to set timelines.

Problem Solving and Decision Making

- Although the post holder will work within a framework of existing processes and policies, they have the freedom to take a pro-active approach to problem solving and have the delegated authority to resolve problems using their judgement and experience to make appropriate decisions.
- Failure to make appropriate and timely decisions has the potential to impact both on the financial position and the reputation of the University. Referral to the Senior Research Bid Development Manager would be expected where the decision making would have a significant impact that could not easily be resolved by the post holder.
- The ability to influence decision making at senior levels and with academic colleagues will support success in this role.

Continuous Improvement

- The post holder will be expected to deliver excellent customer service to our internal stakeholders. As part of this, the post holder is expected to develop or improve upon existing processes where this will improve the overall service delivery.
- The post holder will identify opportunities for developing and improving relationships with external funders, collaborators and internally with Theme Champions and ADRs. In particular, the post holder will be expected to build and maintain their networks and list of contacts.

- Based on their experience in undertaking the role and drawing on their contacts, the post holder will be expected to identify models of best practice and to share this with colleagues.

Accountability

- The post holder has a high degree of autonomy in how they take forward the strategy for their research area.
- The post holder will be responsible for achieving income targets through successful bid writing and identifying and developing appropriate engagement activities for our academic stakeholders.
- Failure to provide appropriate support and to market new funding opportunities or make process improvements to support our stakeholders could lead to research income targets being missed. This could lead to increased financial risk and reputational impact to the University.

Dimensions of the role

- The University has developed a Corporate Strategy and a supporting Research & Innovation Strategy. This has ambitious targets for growing the University's research and innovation portfolio. Strategic and effective bidding to funders is a critical component for delivering that strategy.
- The University has approx. 650 research staff (latest Research Excellence Framework submissions). The post holder is likely to have direct contact with some academic staff, in particular Theme Champions, Research Directors, Associate Deans (Research and Innovation) during any given period through development of strategy, delivery plans and bid applications.
- The University is comprised of three faculties; each with an Associate Dean (Research and Innovation). The University's Research & Innovation Strategy draws on the research strengths across all three Faculties into Research Themes. These Themes will be driven by an academic lead who will work closely with the Research Bid Development Managers.
- The Research Themes are likely to change over time, and flexibility in supporting emerging Themes will be a necessary requirement of the post holder.

Supplementary Information

The University's Research and Innovation portfolio is led by the Pro-Vice-Chancellor Research and Innovation (PVCRI). The portfolio is divided into five strands – (i) Research Strategy Directorate, (ii) Innovation Strategy Directorate, (iii) Research & Innovation Services, (iv) the Doctoral College and (v) Surrey Research Park – and each strand has its own Director. This post sits within the directorate of Research Strategy.

In line with the University's Corporate Strategy and huge ambitions, the PVCRI portfolio is key to ensuring the University is well positioned and able to deliver on its core objectives.

The Research Bid Development Managers are strategically pivotal roles and represent an exciting challenge to the right individual. The University is ambitious in its research targets and these roles suit individuals who are looking to have real impact in their careers and shape the University's success in research through providing challenge and management of bids to a highly professional standard. Research themes are likely to shift and expand, as the research environment demands, and therefore post holders will be able to adapt and embrace change.

Individuals will possess a competitive, deadline driven approach, which is grounded in an interest and enthusiasm for the research theme area.

Person Specification

Qualifications and Professional Memberships

Professionally qualified with a relevant degree/post graduate qualification, plus a minimum of 3 years in a relevant research/industry or research funding environment.

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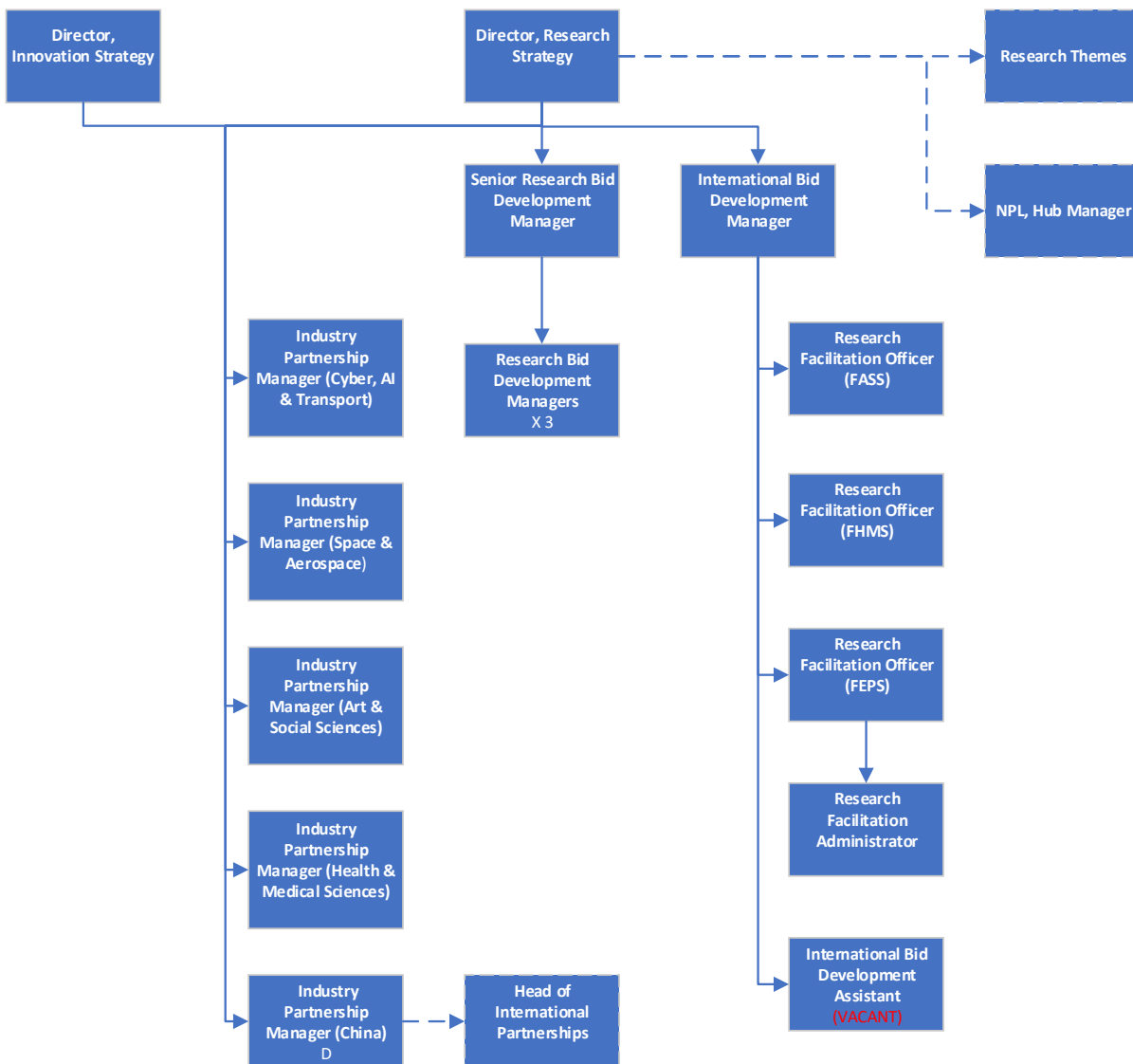
Or: Substantial vocational experience, demonstrating professional development through involvement in a series of progressively more demanding and influential work/roles, supported by evidence of significant development of appropriate specialist knowledge.		
A professional management qualification		D
Experience of working in the research funding environment within the higher education sector		D
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Experience of managing and writing research/commercial/industrial bids, with proven success	E	3
Experience of successfully establishing and maintaining relationships with senior colleagues/external influencers	E	3
Detailed knowledge of the Higher Education sector, culture and working practices and funding landscape	E	3
An excellent level of literacy, with the ability to write clearly and concisely taking account of different audiences	E	3
Excellent verbal communication skills, often requiring a high level of tact, diplomacy and confidence in providing challenge	E	3
Comprehensive knowledge of relevant software packages e.g. Microsoft Office, Microsoft Projects and Visio	E	2
Special Requirements: Must be prepared to travel off site to meetings and work outside normal working hours when required		Essential/ Desirable E
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		3
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		1
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		2
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		

Organisational/Departmental Information & Key Relationships

Background Information

Research Strategy: The Directorate will focus on the delivery of the Research & Innovation Strategy through the development of the University's strategic research priorities, research themes, and through co-ordinating the development of research assets and infrastructure. Working to common objectives agreed with the Innovation Strategy Directorate, the Research Strategy Directorate will be responsible for developing strategic relationships with industry and other organisations in the research and innovation value chain and, building on those relationships, developing wider sector focussed strategies.

Department Structure Chart



Relationships

Internal

- Partnership Managers, to jointly take forward strategic relationships with industry and other organisations in the research and innovation value chain
- Research Theme Champions, Research Directors and academic staff – to develop strategies for research development, delivery plans and management of bid applications
- Research Application Services – to co-ordinate appropriate financial support for bids supported
- Other RIS teams and central support services, including Legal Contracts for tendering advice and EU Research Development Manager and Research Facilitation Officers – to co-ordinate engagement activities, share best practice and dissemination of research opportunities
- Other teams including Research and Innovation Support Office and Faculty based teams – to assist with peer review process and wider support

External

- External research funding sponsors including UKRI, Government agencies, charities and overseas funding agencies for funding overviews, strategies and relationship building
- Other potential major collaborators for example the Royal Surrey County Hospital and other regional health providers in the development of joint bidding activity.
- Other Research Development Offices in collaborating institutions for the development of joint bids and networking.