



THE POST

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| Service: | University of Exeter Research Services |
| Post: | Assistant Director Research Environment and Doctoral College |
| Grade: | H |
| Reference No: | P68223 |
| Managerial reporting to: | Director of Research |
| Strategic reporting to: | Dean of Postgraduate Research & Doctoral College |
| Senior reporting relationships: | Director Innovation, Impact and Business, Director Communications and Corporate Affairs |
| Responsible for: | College Business Partners, Researcher Development and Research Culture team, and PGR Support team |

JOB DESCRIPTION

Organisational context and reporting line:

The University of Exeter has grown its research, impact and knowledge exchange activity significantly over the last few years and, since joining the Russell Group of research-intensive universities in 2012, has made a step change in its research quality and income, innovation and impact, and research student numbers.

The **Research Services Directorate** is a key enabler to the delivery of the University's Research and Impact Strategy, to meeting our ambitious research and knowledge exchange income and postgraduate research targets, and for a successful REF performance by:

- supporting the full research project lifecycle, including financial aspects, from inception to impact; ensuring local delivery of support to academics from horizon scanning through research development, bidding and contracting, research project management & delivery to post-project development and reporting.
- providing joint strategic, policy and planning support to the University and its Colleges to build and sustain an excellent research environment for our academics.
- delivering a 'shared support service' to three Directorates (Research Services; Innovation, Impact and Business (IIB); and the Doctoral College) for strategy, policy, planning, information, systems, training and operations, maximizing efficiencies and providing a coordinated engagement with other units.

The Research Services Directorate also provides overall Professional Services leadership for the **Exeter Doctoral College**. Our Doctoral College supports the continuing growth of our Postgraduate Research (PGR) and Early Career Researcher (ECR) community, and development of the resources, facilities and spaces required to maintain a high quality PGR and ECR experience. The Doctoral College supports Colleges with the local delivery of PGR and ECR activities including collaborative partnerships. It is a distributed service, with contributions made from services across the University, e.g. for the functional areas of quality assurance; governance support; and PGR recruitment and admissions.

Research Services, the Doctoral College, and Innovation, Impact and Business work closely together as part of a single **division**, reflecting the need to deliver a seamless service to our Colleges to deliver College priorities, and the requirement to coordinate relationships with external funders and partners. This divisional grouping is led by the Director of Research and the Director of Innovation, Impact and Business, and operates a joint divisional management group, of which the post holder will be a member.

Reporting directly to the Director of Research, and working closely with the Director of Innovation, Impact and Business, the **post holder** will be responsible for managing the relationships between our six academic Colleges and the Division. The Assistant Director has overall operational leadership of our Doctoral College, and will work to the Dean of Postgraduate Research & Doctoral College to pro-actively develop and implement PGR and ECR strategy, and with the Director of Communications and Corporate Affairs to deliver PGR student recruitment. The post holder will directly oversee a team of six College business partners, our Researcher Development and Research Culture team (providing training and development for our PGRs and ECRs), and our PGR Support team (supporting our PGR students and supervisors).

Main purpose of the role

- Manage the partnership working and planning with the academic leadership in our academic Colleges¹ for all three Services (Research Services, Doctoral College, and Innovation, Impact and Business) through a group of College Business Partners.
- Lead on PGR and ECR strategy with the Dean of Postgraduate Research & Doctoral College and ensure the operational delivery of the Doctoral College teams in the Research Services Directorate.
- Providing a high quality, academic and student-focused service to University executives, Colleges, academics, ECRs and PGR students.
- Ensuring that the correct people, processes and systems are in place to deliver strategic and operational objectives, including providing assurance that appropriate governance, processes, budgeting and performance management processes are in place to the Director of Research.
- As a member of the joint divisional management group, collaboratively develop and deliver the strategic and operational direction of Research Services, Doctoral College and Innovation, Impact and Business.

Main duties and accountabilities

1. Managing the relationships between our six Colleges and Research Services, Doctoral College and Innovation, Impact And Business, including:
 - ensuring joined up strategic and operational planning for research, knowledge exchange and PGR, including the setting of institutional and College targets and the effective delivery of College priorities across the three Services;
 - building effective partnerships with relevant Directors of College Operations and academic leaders in Colleges, including College Associate Deans Research and Discipline Directors of Research, of Impact and of Postgraduate Research;
 - providing a high quality, academic and student-focused service to University executives, Colleges, academics, ECRs and PGR students, including leading on liaison through our Research Services Academic User Group and ECR networks.
2. To provide leadership to the distributed Doctoral College, including:
 - support the Dean of Postgraduate Research & Doctoral College in setting the strategic objectives and performance measures for the Doctoral College and academic Colleges, ensuring they are in line with the University's strategic vision and in the exercise of the Dean's responsibilities for the development and delivery of PGR and ECR strategy;
 - develop and agree a shared Doctoral College delivery plan which is appropriately resourced with the Directors of other Services/Directorates that have responsibilities for Doctoral College functions or delivery of objectives;
 - to chair the DC Operational Board, bringing together operational team heads from across the distributed Doctoral College, ensuring a seamless, high quality, academic and student-focused service to University executives, Colleges, academics, ECRs and PGR students.
3. Providing leadership and coordination for an excellent Research Environment for all researchers including postgraduate, working closely with Colleges and other Directorates, e.g.:
 - supporting an inclusive, collegial research culture;
 - ensuring high quality training and development activities are delivered to our PGR, ECR and wider academic community, supporting their research and impact ambitions;

¹ The Business School, College of Engineering, Mathematics and Physical Sciences, College of Humanities, College of Life and Environmental Sciences, College of Social Sciences and International Studies, College of Medicine and Health

- liaise with Compliance, Governance and Risk Directorate to embed research integrity and ethics as part of our environment;
 - develop a clear roadmap for research and PGR infrastructure and resources (working closely with Colleges, ExeterIT, the Library and other Professional Service Directorates).
4. Manage operational budgets and resources for the Research Environment and Doctoral College teams, and facilitate matrix working arrangements. This includes:
- overseeing the management and career development of approximately 40 staff;
 - line management of the Team Lead for PGR Support and Partnerships, the Team Lead for Research Development and Research Culture, and of six College Business Partners;
 - to facilitate discussions with other University senior managers to manage the stewardship of budgets for PGR schemes (e.g. International Exchange scholarships).
5. As a member of the joint divisional management group:
- collaboratively plan, develop and deliver the operational direction of Research Services, Doctoral College and Innovation, Impact and Business, and specifically represent requirements from the Colleges;
 - monitor and evaluate national and international developments relating to research and impact strategy, policy, environment, PGR and ECR matters, and provide expert advice with supporting analysis, proactively making recommendations;
 - lead specific external (e.g. HEIs, funders and sponsors) and internal relationships, and represent the division, especially the Doctoral College, at meetings externally and within the University.
6. Support the Director of Research in strategic and operational development and initiatives, including
- leading on service and cross-divisional projects or major policy areas;
 - evaluating the implications of major new activity to inform collective decision-making;
 - contributing to the continuous improvement of Research Services and the Doctoral College;
 - managing relevant committees and boards, and associated governance arrangements.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post holder may be required to undertake other duties of similar level and responsibility.

Person Specification

The post holder should be passionate about a high quality, inclusive research environment across all academic career stages, and in particular have the ambition to deliver an excellent experience for our post graduate researchers and early career researchers. The post holder needs to be an outstanding relationship builder, able to work with academic and professional services colleagues across a breadth of different backgrounds and levels of seniority.

| Competency | Essential | Desirable |
|----------------|---|---|
| Qualifications | <ul style="list-style-type: none"> • Educated to at least first degree level or equivalent experience. | <ul style="list-style-type: none"> • Masters or PhD in relevant discipline • Membership of relevant professional association(s) |
| Experience | <ul style="list-style-type: none"> • Knowledge and understanding of the key issues that promote success in an internationally competitive HE environment. • Experience in consultation, negotiation, relationship management and developing partnerships within and outside of the organisation. • Knowledge of the PGR and ECR environment, including administration, researcher training, policies, and financial management. • Evidence of partnership working with academic colleagues. • Experience in developing, implementing and evaluating postgraduate, research and impact strategies, policies and initiatives in a relevant organisation. • Track record of working with and servicing of governance bodies such as formal committees. • Evidence of driving and supporting process improvement changes and developing a continuous improvement culture. • Managing conflicting demands and prioritising the work of self and others. • Experience of managing large teams in a matrix environment. | <ul style="list-style-type: none"> • Well networked with research agencies and government funding bodies. |
| Skills | <ul style="list-style-type: none"> • Highly advanced influencing and negotiating skills at a senior management level. | <ul style="list-style-type: none"> • Excellent project, programme and portfolio management skills and experience. |

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| | <ul style="list-style-type: none"> • Confident leadership and management skills, including team motivation and development. • Highly developed interpersonal skills, able to manage multiple stakeholders across a matrix organization through networking and relationship-building. • Managing conflicting demands and prioritising the work of self and others. • Exceptional customer and student focus to ensure that services meet a diverse range of needs. • Communication skills of the highest order and proven experience in creative dissemination of knowledge and expertise through a range of mechanisms. • Excellent analytical and creative problem solving skills. • High level of current and relevant IT skills and ability to learn new systems. | <ul style="list-style-type: none"> • An understanding of research governance and integrity and open research policies |
| Attitude / Competencies | <p>Able to</p> <ul style="list-style-type: none"> • Taking a broad overview of strategic issues. • Demonstrate a proactive, pragmatic, positive approach to problem-solving, suggesting workable solutions and alternatives – at strategic and operational level. • Work effectively and collaboratively as part of a senior team in a matrix environment. • Work effectively with a range of different stakeholders, internally and externally. • Thrive in an environment of change, demonstrating flexibility and adaptability. • Be resilient, retaining composure under pressure. • Act with tact and integrity, respecting confidentiality at all times. • Demonstrate continuous professional development. | |

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| | Committed to academic excellence and delivering excellent customer and student experience. | |
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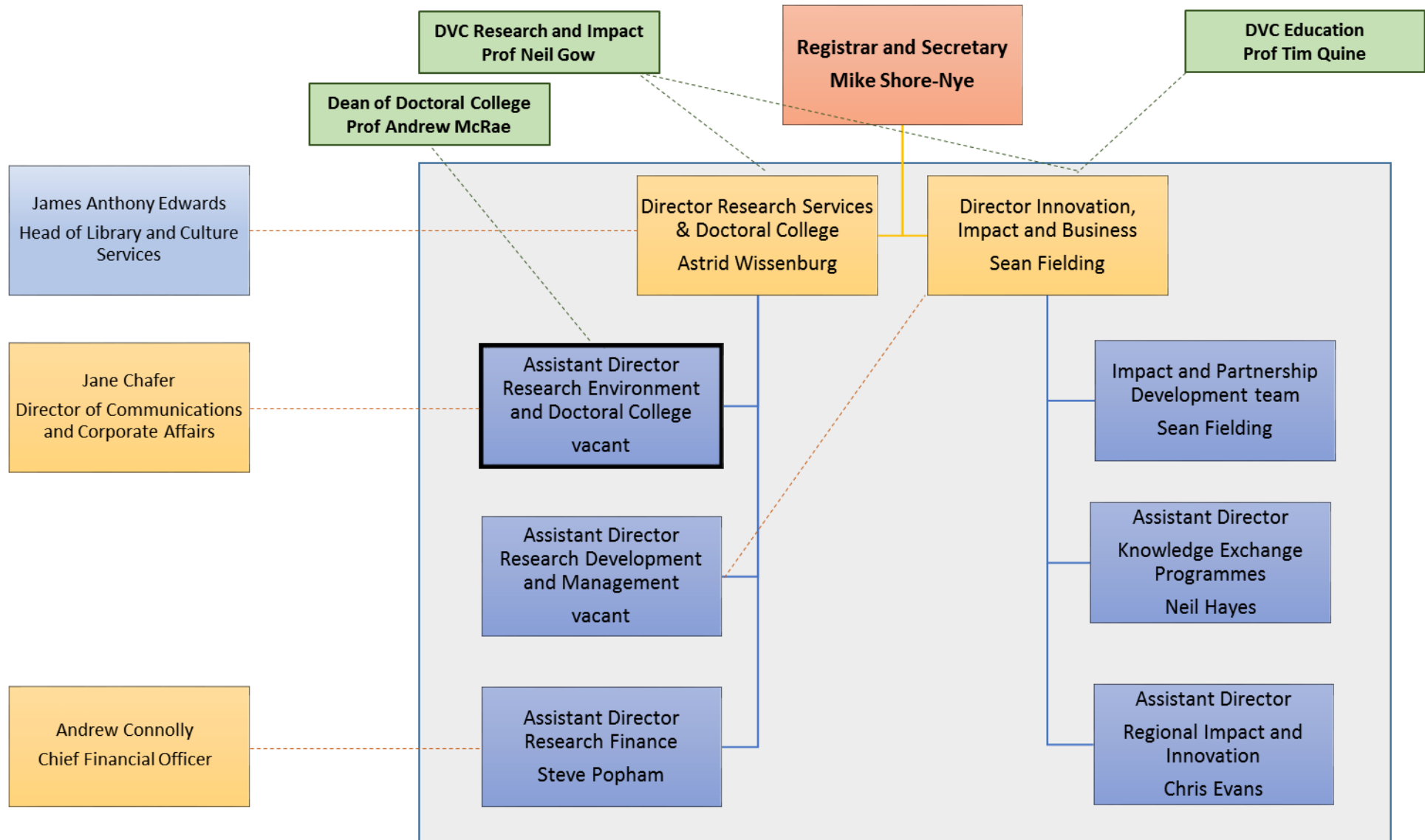
Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.

Divisional management and key reporting lines



Research Environment and Doctoral College structure

