



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Research and Innovation Development Officer/Manager, Astbury Centre for Structural Molecular Biology and Research and Innovation Service



Salary: Grade 7 (£33,797 – £40,322 p.a.) or 8 (£41,526 - £49,553 p.a.)

Reference: CSRIS1142

Fixed term for 12 months from 1 March 2020

We will consider flexible working arrangements

Research and Innovation Development Officer/Manager, Astbury Centre for Structural Molecular Biology and Research and Innovation Service

Are you an experienced and ambitious Research and Innovation Development professional looking to further your career in one of the UK's leading research intensive universities? Would you like to help progress interdisciplinary research and innovation opportunities? Are you a confident leader capable of building excellent working relationships with academic colleagues?

The Astbury Centre brings together researchers from across the University - largely from physics, the biological sciences and chemistry - to allow interdisciplinary approaches to be harnessed to understand the molecular basis of life. The Centre has outstanding expertise and research infrastructure in chemical biology, biophysics and all of the major techniques in structural molecular biology. Together, these approaches are combined with analyses of biological function with the ultimate aim of understanding the molecular basis of biological mechanisms in living cells.

The role will involve working in business and research funding development with key academics and research groups to identify and develop new opportunities to demonstrate impact and leverage external income and to assist in the preparation and submission of high quality research proposals in response to new external funding opportunities.

The person appointed will need quickly to establish a University-wide profile, forge strong links with key academics, build networks across the University and work in partnership with other Research and Innovation Development professionals to ensure that the highest quality proposals that are most likely to be successful are developed. The post holder will work closely with the Astbury Centre leadership team to develop research and innovation proposals aligned to strategic priorities. This will require individuals to work effectively as part of dynamic teams that can operate effectively in a complex and changing environment.

The post holder will work with colleagues from across the University to provide a coordinated service across the full range of research and innovation activity: including knowledge-led innovation support to businesses (contract/collaborative research and consultancy, placement schemes) and commercial exploitation of intellectual property



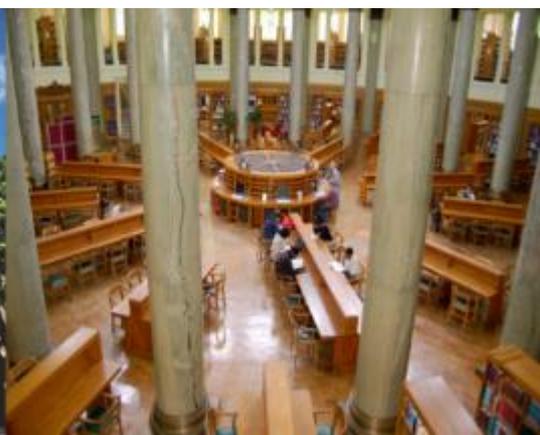
and the promotion of skills development programmes, in addition to the provision of support across the full range of research funders (including the UK Research Councils, government departments and charities).

The successful candidate will have the capability to develop research and innovation proposals in complex organisations, excellent project management skills and the ability to build performance-based partnerships in addition to experience of working with academic teams in the development of successful external funding applications

What does the role entail?

As Research and Innovation Development Officer/Manager your main duties will include:

- Supporting academics to develop major strategic research themes and secure new, large-scale external research income for the University from relevant funding sources;
- Working with key academics to identify relevant public sector and industry partners to strengthen research and innovation projects and proposals from a broad range of funding sources;
- Developing and maintaining effective working relationships with key funders, external academic partners and commercial partnerships;
- Developing and maintaining effective working relationships with the Astbury Centre's affiliated academics and their teams across the University;
- Facilitating meetings and workshops to promote the Astbury Centre's capabilities;
- Producing reports on the Astbury Centre's Research and Innovation activities for the Astbury Centre's Senior Management Team and Industrial Advisory Board;
- Working with colleagues in the University Research and Innovation Service to provide support for impact and innovation related requirements associated with research grant proposals and the promotion of interdisciplinary research;
- Identifying new potential partners for collaborative research and commercialisation opportunities;
- Working with other University services to provide coordinated support across the full range of business development, finance, funding support, contracts and commercialisation services;



- Ensuring effective delivery of the University of Leeds' Wellcome Trust Translational Partnership Award, including line management of Translational Partnership Officer (Grade 8 only).

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

What will you bring to the role?

As a Research and Innovation Development Officer at grade 7 you will have:

- Experience of working with academic researchers and research funders, including previous experience and understanding of the challenges in conducting research, and experience of facilitating collaborations for collaborative/grand challenge/innovation funding bids;
- Excellent knowledge of the public research and innovation funding sectors with knowledge of the priorities and working of relevant funding bodies including UKRI, and other funding opportunities including European and global funding sources;
- Proven ability in identifying, managing and sustaining research and innovation relationships with national and international partners;
- Proven ability to work with industry, with an awareness of the associated challenges and opportunities;
- Relevant experience in a technical or scientific subject, preferably related to chemistry, biological sciences or physics or, gained via a first degree or equivalent research experience within industry/academia;
- Excellent verbal and written communication skills, with the ability to communicate complex matters to a variety of audiences at an appropriate level and experience of assisting with large-scale funding bids and a detailed knowledge of how to put together successful bids;
- Evidence of the ability to demonstrate a high level of initiative and adaptability, with strong analytical, creative and problem-solving skills;
- Excellent interpersonal skills, including the ability to be effective in working across interfaces at all levels, both internally and externally, and a strong commitment and proactive approach to customer service;



- A proactive approach, with excellent organizational skills and project management skills, including the ability to prioritize and balance workloads, deliver results and meet targets under pressure;
- The flexibility to undertake UK travel and to work beyond normal working hours for meetings and events if necessary;
- The ability to work both independently and as part of a team.

In addition, as a Research and Innovation Development Manager at grade 8 you will have:

- Extensive experience in assisting with large scale UK or EU-funding bids, or a detailed knowledge of how to assemble successful large collaborative proposals;
- A proven track record of initiating and converting cutting edge research and innovation into successful new commercial or clinical innovation opportunities;
- A confident personal leadership style, as evidenced by a track-record of having line-managed teams and having successfully influenced strategy;
- Proven effective people influencing skills, especially the ability to influence senior academics;
- Experience of facilitating workshops and sandpit-style events.

At both grades, you may also have:

- Experience of working for a research funding body or commercial organisation;
- A Project Management qualification e.g. PRINCE2 or equivalent experience;
- Extensive experience and knowledge of Higher Education research and/or innovation best practice.

How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised [closing date](#).

Contact information

To explore the post further or for any queries you may have, please contact:



Professor Adam Nelson, Professor of Chemical Biology and Deputy Director of the Astbury Centre

Tel: +44 (0)113 343 6502 Email: a.s.nelson@leeds.ac.uk

Or

Dr Ceri Williams, Director of Research and Innovation Development.

Tel: +44 (0)113 343 6050 Email: c.j.r.williams@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

