



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

School Research Manager, School of Media and Communication,
Faculty of Arts Humanities and Cultures



Salary: Grade 7 (£37,099 to £44,263 p.a depending on experience)

Full time, ongoing

Reference: AHCMC1115

School Research Manager

School of Media and Communication,

Faculty of Arts, Humanities and Cultures

Are you an efficient and effective person who can combine operational efficiency with the ability to think strategically? Do you have an excellent understanding of research in an academic environment? Do you have a clear understanding of the importance of impact in an academic context and able to signpost colleagues to achieving this, identifying how and to what extent support can be provided from the School/Faculty research support teams?

This will be a full-time role with 70% of your time working on research in the School of Media and Communication and 30% of your time working on Faculty research business, working with the Pro Dean of Research and Innovation. Faculty work would consist of project work, identifying and implementing good practice across the Faculty, and management of research staff inductions. The role will be managed by the Head of School (in SMC) and have a dotted line management to the Deputy Faculty Operations Manager.

In the School you will work closely with the Head of School, Director of Research and Innovation, and Impact Director to develop and implement the School's strategies, systems and procedures in support of its research environment, its impact agenda and preparation for the Research Excellence Framework. You will have line management responsibility for research support staff in the School.

You will be enthusiastic and proactive, with experience of working in a senior research support role. You will have strong analytical skills, and the ability to analyse and synthesise information to produce reports and guidance. You will need excellent communication skills and the ability to build strong working relationships. The nature of the work requires you to have a meticulous attention to detail and a conscientious approach to checking the accuracy of information. You will also need the flexibility and adaptability to respond quickly to urgent or unexpected demands. You will need to be able to work with a high level of personal initiative and autonomy, utilising your strong IT skills and your ability to effectively motivate and lead a team.

What does the role entail?



As a School Research Manager, your main duties will include:

- Supporting the Head of School and Director of Research and Innovation in creating an environment which maximises the School's research potential, through the collation and analysis of data, the development and implementation of planning and monitoring policies, structures and the provision of targeted advice and financial support to research active staff.
- Supporting the Pro Dean of Research and Innovation and the Faculty Research Manager in preparing Research and Innovation related information for the annual Integrated Planning Exercise (IPE) and any other strategic planning exercises, including analysis and interpretation of data.
- Providing support for the School's Research Excellence Framework (REF) submission, including the collection, analysis and synthesis of information. Ensuring that appropriate guidance and support for REF is given to academics in a timely manner so that records relating to outputs, impact and the research environment are up-to-date and reflect the breadth of their activities. Providing support for the development of impact case studies, including advising on the collection of corroborating data, liaising closely with the Faculty Impact Support Officer.
- Maintaining good awareness of activities and acting as a contact point for the School with the Faculty Research and Innovation Office, working with internal and external stakeholders, including KTP Office, NEXUS, Leeds Arts & Humanities Research Institute, and the Cultural Institute.
- Establish strong working relationships with key stakeholders within the Faculty and its Schools, across the University and externally, including liaising with business and third sector organisations by attending relevant meetings at Faculty and University level.
- Actively participating as a member of the School's Research Committee, advising and contributing to decision making in this aspect of the School's work as well as on relevant committees and steering groups across the Faculty and beyond as appropriate.
- Oversee support for the implementation of the School's research strategy and associated systems and procedures in support of Scholarship.



- In conjunction with the Director of PGR Studies, developing and overseeing systems which support the integration of PGRs in the School's research community.
- Working closely with the School's Deputy School Manager to ensure that the School's website and other social media are used effectively to communicate the School's research successes and to present the School to prospective and current partners.
- Overseeing the development and maintenance of the School's Sharepoint content relating to research support, ensuring that information is comprehensive and coherent, and provides easy and logical links to research support information provided elsewhere in the University.
- Managing the day-to-day operation and workload for the support of Research and Scholarship in the School, setting standards, clarifying expectations, and supervising staff working in this area including the conduct of probation and annual SRDS meetings
- Participate in existing networks for those who support research in the Faculty and the University,
- Take the lead in managing one-off projects related to the support of research, impact and scholarship in School as appropriate.
- Supporting the Pro Dean of Research and Innovation and the Deputy Operations Manager with:
 - Identifying good practice within Schools and ensuring that it is shared across the Faculty;
 - Oversight of the Faculty research support network;
 - Overseeing support processes for REF preparedness, ensuring that peer review is being administered in a consistent and transparent way, and that relevant data is being captured effectively;
 - Developing training provision for research support staff on key policies (including open access; international working; REF);
 - Overseeing induction of new MASS research support staff; supporting induction of new academic leadership roles (Directors of Research and Innovation, and Directors of Impact);
 - Liaising with stakeholders in the FRIO, RIS and LAHRI to support smooth working across professional support for research;
 - Supporting the implementation of peer review.



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 School Research Manager you will have:

- Previous experience of providing research support in a UK Higher Education environment, including an understanding of the requirements and preparation for the upcoming REF;
- A clear understanding of the meaning of impact in Arts & Humanities research and of the processes used to document it
- A clear understanding of the challenges and opportunities for Arts & Humanities research in the current Higher Education environment.
- Experience in collating and analysing data, from a variety of sources, to inform service developments and priorities;
- Strong and effective people management skills with experience in leading staff and commitment to continually encouraging them to improve, including setting clear directions/expectations and supporting staff to make decisions and achieve priorities;
- Excellent communication skills, both written and verbal, including experience of explaining procedures and providing training for non-expert audiences, with the ability to engage with a diverse range of stakeholders, working with sensitivity and maintain confidentiality;
- Strong initiative and a pro-active approach, with excellent organisational, planning and self-management skills, including the ability to work accurately and carefully, prioritise workloads to meet deadlines/demand and to deliver to the highest of quality under pressure;
- Demonstrable commitment to own professional and personal development.

You may also have:

- Experience of working with the KRISTAL and IRIS systems
- Experience of writing or supporting grant applications
- Experience of supporting the development of impact case studies



How to apply

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

Contact information

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

Professor Joanne Garde-Hansen, Head of School

Email: j.garde-hansen@leeds.ac.uk

Additional information

Find out more about the <https://ahc.leeds.ac.uk/media>

Find out more about our [Research](#).

Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

Candidates with disabilities

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

Criminal record information

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.

