CANDIDATE BRIEF
Research & Innovation Development Manager, Leeds Social Sciences Institute

Salary: Grade 8 (£39,324 – £46,924 p.a.)
Reference: ESLFO1036
Closing date: 17 August 2017

Full Time, Ongoing
Research & Innovation Development Manager  
Leeds Social Sciences Institute (LSSI)  

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 social science research networks and innovation opportunities? Are you a confident leader capable of building excellent working relationships with academic colleagues?  

An opportunity has arisen for a Research and Innovation Development Manager in the Leeds Social Sciences Institute (LSSI), to work closely with the LSSI executive team to establish, expand and support the research and knowledge exchange activities of the LSSI. You will grow the quality and value of funding applications and embed good practice amongst academics and Research and Innovation support colleagues that they work in partnership with.  

You will support interdisciplinary research networks within and beyond the social sciences; facilitate new interdisciplinary research collaborations; coordinate large scale, multidisciplinary research grant applications; and exploit external research networks and funding opportunities (through for example the White Rose Consortium the N8 Research Partnership and other strategic partners). The LSSI is a vibrant research Institute that works to support and enhance the social sciences across the University. It fosters interdisciplinary and international research collaborations, promotes relations with external partners in the public, private and third sectors and builds capacity through the provision of training and skills development for the next generation of research leaders.  

You will need to quickly 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. This will require you to work effectively as part of dynamic teams that can operate effectively in a complex and changing environment.  

You will have experience of working across disciplinary borders and of developing and implementing research and innovation strategies in complex organisations. You will
have excellent project management skills, experience of working with academic teams in the development of successful external funding applications and the ability to build performance-based partnerships with public, private and third-sector organisations.

What does the role entail?

As a Research & Innovation Development Manager, your main duties will include:

- Taking a lead role in supporting the design and delivery of the strategy for interdisciplinary research in the Social Sciences to ensure that the best ideas and the highest quality proposals that are most likely to be successful are developed;
- Identifying and supporting lead academics to secure new external research income for the University from relevant funding sources;
- Working with key academics, research groups and external partners (public, private and charities) to identify opportunities and pathways to fund research activity via relevant funding sources;
- Undertaking capability analysis of Leeds University’s strengths and matching these to appropriate funding opportunities;
- Driving forward the implementation of the Social Science Research Strategy and Delivery Plan in collaboration with others;
- Proactively managing the development of high quality, user-informed research proposals;
- Developing and maintaining effective working relationships with key funders and partners;
- Facilitating meetings and workshops to promote LSSI;
- Working with the Funding Development team to provide support for impact and innovation related requirements associated with research grants;
- Identifying new potential partners for collaborative research and opportunities for enhancing societal impact;
- Working with central University functions to provide coordinated support across the full range of business development, finance, funding support, legal and commercialisation services.

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 & Innovation Development Manager you will have:

- A degree or relevant experience within the Social Sciences;
- Leadership skills, with the ability to interact and communicate effectively and sensitively with individuals from a range of backgrounds at all levels;
- Experience of developing and implementing policies and processes across complex organisations;
- Proven project management skills with a track record of delivering results;
- Excellent interpersonal and team working skills;
- Evidence of strong influencing and negotiation skills;
- Strong analytical, creative and problem-solving skills;
- The ability to work under pressure, balancing workloads and meeting deadlines;
- Excellent knowledge of funding development and a track record in securing external funding;
- A proven track record of initiating and converting cutting edge Research & Development into successful new commercial innovation opportunities;
- The ability to interface between academic staff and commercial parties and to communicate effectively with multiple audiences.

You may also have:

- A Postgraduate research degree in a related area;
- Experience working for a research funding body or commercial organisation;
- A Project Management qualification e.g. PRINCE2;
- Extensive experience and knowledge of University 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 closing date.
Contact information

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

**Professor Adam Crawford, LSSI Director**
Tel: +44 (0)113 343 5045
Email: a.crawford@leeds.ac.uk

**Dr Ceri Williams, Leader of the R&I Development team**
Tel: +44 (0)113 343 6050
Email: c.j.r.williams@leeds.ac.uk

Additional information

About the job

You will report to the Director of the Leeds Social Sciences Institute (LSSI) with a professional line report to the Director of Research and Innovation Development.

You will be a member of the LSSI Executive Team which includes: the Director, two Deputy Directors, LSSI Co-ordinator, White Rose DTP Co-ordinator and LSSI Support Assistant. You will work closely with other Research and Innovation Development Managers aligned with University Themes – Cities, Culture, Health, Water, Energy and Food – and Research and Innovation Services (RIS).

You will assist in driving forward the implementation of the Social Science Research Strategy and Delivery Plan with particular regard to inter-disciplinary research capacity building and successful research grant capture. Social science research at the University of Leeds is highly diverse and spread out across five core Faculties: Arts, Humanities and Cultures; Education, Social Sciences and Law; Environment; Leeds University Business School; and Medicine and Health. Our combination of scale, breadth and quality is one of our key strengths. The LSSI champions the social sciences within and beyond the University of Leeds. It seeks to foster creativity and curiosity in the social sciences by building interdisciplinary capability founded upon existing disciplinary strengths.
Working across different faculties, the LSSI fosters interdisciplinary and international research collaborations, promotes relations with external partners in the public, private and third sectors and builds research capacity through the provision of training and skills development for the next generation of research leaders. It provides cross-faculty support for the social sciences focusing on three key priorities:

- Developing interdisciplinary research excellence
- Maximising impact, knowledge exchange and user engagement
- Ensuring capacity building and training for early career researchers

Find out more about the Leeds Social Sciences Institute.

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 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.