Job Profile
Job Description

Queen Mary
University of London

Job Details

Job Title:	Research Manager
School/Dept/Institute & Centre:	Wolfson Institute of Preventive Medicine and Institute of Population Health Sciences, SMD
Reports to:	Institute Manager
Grade:	Professional 5	**Full Time**
Appointment period:	24 months
Current Location:	Charterhouse Square / Whitechapel

Job Context

Ranked in the top 10 in the 2014 Research Excellence Framework, Queen Mary University of London, is one of the UK's leading research-intensive higher education institutions, delivering world class education and knowledge transfer across a wide range of subjects in the Humanities and Social Sciences, Medicine & Dentistry and Science & Engineering.

The School of Medicine and Dentistry (SMD) is a significant constituent of the University, which is organised into six separate Institutes. The Wolfson Institute of Preventive Medicine aims to maintain and expand its international reputation as a centre of excellence for the study and advancement of epidemiology, preventive medicine and public health. The priority is on the scientific investigation into the prevention of diseases of public health importance such as cancer, chronic neurologic diseases, cardiovascular disease, obesity and improvement in mental health. The commitment is to seek to conduct research that could lead to significant inroads into the prevention of disease and disability throughout the world.

The newly established Institute of Population Health Science is a world-class multidisciplinary grouping of academics. Its focus is on population health sciences, including public and global health, health services research, health policy, health data science, behavioural and social sciences, to deliver research and insights that will provide evidence to implement health system change for population benefit.

In addition to the usual academic staff of a university, the Institute also employs a significant number of clinical academic staff who are intrinsic to the delivery of clinical practice, both within acute trusts, primarily Barts Health NHS Trust, and within primary care. This clinical dimension adds a significant degree of complexity, bringing with it, for example, a requirement to understand NHS workings, clinical career and training paths and GMC/medical Royal Colleges/DoH regulations and requirements in the employment and training of clinical staff.

Job Purpose

To work closely with the Institute Manager and the Institute Directors to provide high-level professional advice and support to the ongoing development and implementation of Institute research strategies, enhancing the research environment, facilitating the delivery of strategic research objectives, and ensuring the management and analysis of data as required for internal and external reporting.

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To be an integral member of the senior administrative team in both Institutes, responsible for the effective management of all research-related activities requiring support.

Main Duties & Responsibilities

Research support and management

To provide the administrative lead in the development of the two Institute's strategic research plans, in association with senior academic staff in the Institutes, School, University and external bodies, and to have the ownership of its implementation in relation to support for research activities:

- Support all internal processes for research grant funding including: working with staff on large individual or group applications to external and internal funding bodies; advising on preparation of grant applications, co-ordinating internal peer review processes to ensure quality is constantly improved; cross-faculty and inter-organisational bids as appropriate.

- Participate proactively in policy and procedural development at Institute, School and University level to ensure delivery of excellent service for research support, to support other major projects within the Institute and assist with new strategic research initiatives.

- Develop, implement and manage the systems for data management and analysis, including data collection, analysis and modelling scenarios for REF and other purposes as required.

- Provide statistical information as required for a variety of purposes to the Institute Directors, for internal strategic development and reporting to colleagues at Institute, Faculty and University level, and informing the Institutes' interactions with the Research Councils, industry and other stakeholders.

- To manage the implementation of Open Access via the use of 'Elements'.

- Support the development of the research impact strategy, working proactively with the Institute Directors and other academics to foster impact-related activity; create, populate and maintain a database of research impact-related activities and advise on data required; and liaise with the Communications Officers in the creation of impact statements or equivalent.

- Work with the Institute Manager and Institute and University Communications and Marketing / PR teams to develop innovative ways to showcase staff research expertise internally and externally, using a variety of media and networking activities.

- Take a lead in maintaining the quality of relevant sections of the website, ensuring the visibility of research activity internally and externally, working closely with the Communications Officers.

- Deal with all external queries regarding research staff expertise, in liaison with University central services.

- Maintain a high level of professional knowledge and skill, including the acquisition of detailed knowledge of University processes and regulations with special reference to research management, and provide advice and guidance to the Institute Directors, Institute Manager and other stakeholders as required.

Job Purpose

- Provide specialist and professional advice to aid the Institutes' informed decision-making about its research grant activity.

- Anticipate and improve service provision to the research active members of the Institutes by developing a good working knowledge of their areas.

- Develop systems independently to manage large amounts of data as required and ensure that accurate records are kept for reporting internally and externally.

- Use initiative to identify and resolve operational problems at Institute and Faculty level, analysing strengths and weaknesses in the Institute's procedures and designing and implementing solutions.

Research administration

To provide the administrative lead in supporting research income generation, grant management and research reporting requirements:

- Maintain and regularly disseminate in-depth knowledge of funding opportunities and application processes.

- Proactively advise staff of relevant funding opportunities, and support research grant development.

- Support researchers seeking assistance with applications, advising on pre-award costings and liaison with the Joint Research Management Office (JRMO) and use of Queen Mary systems such as Worktribe, and external funder systems.

- Work with the School resources team to offer regular training on Queen Mary financial processes relating to research income award and management for researchers.

- Liaise with PIs, the Institute resources team and QMUL central services in the management of project activities and budgets throughout grant periods.

- Assist PI's in collation of final project expenditure reports.

- Take a lead in the production, collation and submission of documentation to complete REF returns, annual reviews, dry-runs and other research-related data returns as required.

- Oversee the internal processes for managing and advertising Early Career Researchers or other Fellowship application rounds.

General

- Work as part of the Institute's administrative team, being mutually supportive and covering duties as necessary during colleagues' absences and at times of additional pressure.

- Act as professional first point of contact for all visitors to the Institute.

- Be an active member of relevant working groups and committees, and represent and promote the Institute at meetings/committees/workshops within Queen Mary.

- Act as secretary to committees and working groups, as required.

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- Work collaboratively and share best practice with other Research Managers in the Faculty.

- At all times carry out responsibilities with due regard to Queen Mary Equal Opportunities and Health & Safety policies, and other University, School and departmental policies as applicable.

- Attend courses and other activities associated with staff and professional development.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

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Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements	Essential / Desirable
Qualifications	
First degree or equivalent qualification	Essential
A postgraduate degree or equivalent relevant experience	Desirable
Knowledge, Skills and Experience	
Substantial proven record of administrative experience in a higher education institution or research body	Essential
Significant recent experiences of research grant administration in a higher education institution or research body	Essential
Experience of, and a creative approach to, problem solving and responding flexibly to change	Essential
Experience of design, contribution to and implementation of strategic action plans	Essential
Experience of forecasting and managing complex data	Essential
Significant experience in supporting/working with academics and researchers	Essential
Recent experience in advising or writing research bids	Desirable
Experience in servicing committees	Desirable
Thorough and up to date knowledge of the medical research environment, research funding councils and other funding bodies, and an awareness of developments in areas relevant to the disciplines in the Institute	Essential
Ability to gain an understanding of individual academics' research areas to enable support with identifying potential funding streams and in submitting funding applications	Essential
Ability to work proactively and independently in pursuit of strategic objectives	Essential
Good understanding of REF, research impact and other research quality measures	Essential
Knowledge of non-academic user groups for medical research, and an ability to engage them effectively	Desirable
Well-developed understanding of financial regulations and national codes of practice and the implications of non-compliance	Essential
Ability to prioritise a varied workload and meet demanding deadlines, requiring independent decision-making	Essential

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Person Specification

Requirements	Essential / Desirable
Excellent communication skills, both written and presentational, with the ability to actively support the writing of research grant bids.	Essential
Effective use of IT systems in support of role, including use of databases, internet sources and bespoke systems	Essential
Excellent organisational skills	Essential
Ability to work unsupervised and exercise initiative	Essential
A meticulous approach to work with excellent attention to detail	Essential
High-level interpersonal skills including motivational negotiating, influencing and relationship building and ability to work creatively with diverse teams	Essential
Proven record of proactivity in identifying opportunities in pursuit of strategic objectives	Essential
Ability to communicate effectively with all types/levels of staff, students and external enquirers	Essential
Ability to work constructively and flexibly with colleagues	Essential
Ability to deal with confidential and sensitive issues	Essential

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.