

**Support and Professional Services**

**Research and Innovation Services**

**Deputy Director (Research and Innovation Environment and Strategy)**

**ZZ003664**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £57,674 to £67,901 per annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

There is a probationary period of 12 months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Deputy Director |
| **Grade:** | 10 |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:** | Research and Innovation Services |
| **Post Reference No:** | ZZ003664 |
| **Responsible to:** | Director of Research and Innovation Services |
| **Responsible for:** | Funding Officer (3)  Impact Officer  Staff Development Co-Ordinator  Strategy and Policy Officer  Post Award Officer  Research Outputs Manager  Research Manager (REF and Governance) |
| **Effective date of job description:** | November 2016 |

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| **Purpose of Job:** |
| The primary function is to work with the Pro Vice-Chancellor Research and Innovation and Director of Research and Innovation in the implementation of the University Research and Innovation Strategy with a particular focus on promoting a strong research and innovation culture across the University with continuous improvement in the volume, quality and impact of the University’s research and innovation outputs. This will also involve developing and driving the University’s strategic response to the REF or its replacement.  The post holder will be responsible for the strategic development and continuing provision of management information systems in order to support the Research and Innovation function, and to develop mechanisms and systems for the use of these systems to provide detailed management information and analysis to inform strategic direction. This will also involve working with other corporate systems as necessary.  The post holder will form part of the management team of Research and Innovation services and take on projects and responsibilities commensurate with the position and grading of the role. |

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| **Key Responsibilities:** |
| 1. **Research Excellence**   **Research Excellence Framework**   * Responsible for driving and delivering the University REF Strategy * Provide strategic insight and advice to develop the University’s strategic approach towards REF or its subsequent replacement * Ensure there are appropriate support systems, and procedures to support the Universities REF preparation and submission process * Lead on the internal and external communication of the REF results * Ensure the review of all Strategy sections of Environment and Impact templates submitted to the REF. * Working with the Deans to develop proposals for strategic investment of QR income that support the delivery of the R&I strategies * Advise on strategic approaches for University’s research and innovation activities. * Ensure the review and monitoring of University and Faculty Research Strategies and Action Plans in order to meet key milestones/KPIs. * Responsible for providing high quality and consistent University responses to external consultations related to the Research and Innovation agenda.   **Research Centres and Institutes**   * Ensure that reviews of existing Research Centres/Institutes are undertaken with activity reviewed against plans and targets to ensure appropriate alignment of resources and support. * Working with others to explore the potential for the establishment of new thematic Research and Innovation Institutes that are based on research excellence and align to national and international R&I priorities.  1. **Sustainable Research and Innovation Environment and Developing Researchers/Research Leaders**   **Researcher Development and Training**   * Responsible for the delivery of the Researcher Development Programme (RDP), carrying appropriate periodic reviews using the CROS and PIRLS surveys * Chair the Concordat Implementation Group to ensure continuous self-assessment, compliance with Concordat and renewal of the HR Excellence in Research Award. * Contribute to Athena Swan and GEM (for Arts and Humanities) initiatives, acting as an expert adviser to the project boards. * Implement a University-wide initiative to support existing and potential research/innovation active staff in the development of individual research and innovation plans linked to relevant strategic objectives. * Horizon scanning to ensure that internal initiatives relating to research staff remain relevant and aligned with the external environment. * Working with Faculties, Research Centres and Institutes, to support talent management and succession planning, ensuring the effective development and mentoring of leaders for the present and future.  1. **Policy, Profile, and Impact**  * Ensure that robust, high-quality systems and mechanisms are developed to maximise, capture and promote research impact in order to enhance the University's profile and positioning regionally, nationally and internationally * Develop and ensure the implementation of appropriate policies, process and systems to support the development and maintenance of a strong research and innovation community and culture within the University * Working with others, establish an institution-wide ‘research end-users’ group to strengthen and inform research proposals with an end user focus, advise on potential future research challenges and become R&D collaborators. * Working with others, ensure effective communication and marketing of University research and innovation activities takes place, both internally and externally.  1. **Management**  * Provide leadership and direct line management responsibility for the posts listed above (currently 9 staff) * Ensure compliance with appropriate university policies and procedures governing management duties, e.g. HR, Data Protection, Finance proceedures.at the department complies with HR policies and procedures |

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| **Working Relationships:** |
| Internal:  Academic and research staff  Faculty Research Leads  REF Unit of Assessment Co-Ordinators  Director of Research and Innovation Services  Central RIS staff  Faculty based Research and Innovation support staff  Associate Deans (Research) and Associate Deans (Enterprise and Innovation)  Director of Planning  Other Central functions e.g. Academic Registry, Human Resources, Library Staff, Graduate School  External:  Research Councils and other Government Departments  External collaborative partners and funders  Research Support staff from other Universities  Networking organisations |

1. **PERSON DESCRIPTION**

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| **No** | **Attributes** | | **Rating** | **Source** | |
| **1.** | **Specific Knowledge & Experience** | |  |  | |
|  | Significant experience of working at a senior levels within a research or innovation capacity within the Higher Education sector | | E | AF, S | |
|  | Appreciation of academic culture and an understanding of issues currently facing the UK Higher Education (HE) sector. | | E | AF, S | |
|  | Proven track record of having delivered an REF submission at a strategic level | | E | AF, S | |
|  | Experience of designing and implementing strategies for increasing research and innovation activity | | E | AF, S | |
|  | High level involvement in the REF preparation and submission process | | E | AF, S | |
|  | Experience of designing and implementing systems and processes across multi-disciplinary and functional teams | | E | AF, S | |
|  | Able to demonstrate an understanding of a supportive research environment | | E | AF, S | |
|  | Knowledge of financial policies and procedures relating to research and knowledge exchange administration. | | E | AF, S | |
|  | A track record of driving organisational change in a work environment | | E | AF, S | |
|  | A deep understanding of the external research funding environment | | E | AF, S | |
|  | Experience of delivering IT support projects | | D | AF, S | |
| **2.** | **Skills & Abilities** | |  |  | |
|  | Excellent skills in negotiation, written communication, numeracy and presentation with the ability to influence effectively at all levels, creating professional relationships with researchers, administrators and senior staff in the university and externally. | | E | AF, S | |
|  | Ability to initiate, plan and manage projects and activities, ensuring plans complement strategic priorities. | | E | AF, S | |
|  | Excellent networking skills, with the ability to develop and maintain productive relationships at a strategic level | | E | AF, S | |
|  | Proven track record of having established credibility within the research and innovation community both internally and externally | | E | AF, S | |
|  | Confident communicator and able to develop and maintain effective links and working relationships with a range of staff within the University and in particular senior academic staff. | | E | AF, S, | |
|  | Excellent written communication and presentation skills. | | E | AF, S, | |
|  | Ability to interpret, analyse and present complex information in a clear and concise manner. | | E | AF, S, | |
|  | Systematic approach to work and good attention to detail. | | E | AF, S, | |
|  | Multi-disciplinary team-building skills. | | E | AF, S | |
|  | Ability to motivate and manage staff and colleagues in the work environment | | E | AF,S | |
|  | Ability to adapt and be flexible within working environment due to ever-changing workload. | | E | AF, S | |
|  | Highly developed analytical skills | | E | AF, S | |
|  | Coaching and Mentoring skills | | D | AF, S | |
| **3.** | **Education &/or Training** | |  |  | |
|  | A good honours degree or equivalent. | | E | AF, S |
|  | Postgraduate qualification | | E | AF, S |
|  | Doctorate | | D | AF, S |
| **4.** | **Other Requirements** |  | |  |
|  | Sound judgement and ability to make difficult decisions on behalf of the University. | E | | AF, S |
|  | Customer-focussed. | E | | AF, S |
|  | A pro-active self-starter who works well in fast paced and busy environment, and responds well in the face of multiple and shifting priorities. | E | | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | 🗸 | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Sarah Duckering |
| **Date** | 15.08.16 |
| **Extension number** | 2977 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.