



## Job Description

This job description is intended to describe the requirements and responsibilities of the job and is not an exhaustive list of duties. Job descriptions will be amended from time to time as appropriate in discussion with the jobholder.

### Job Information

Job Title:	Director, Research and Enterprise
School/Service	Research & Enterprise Services
Reports to:	Chief Operating Officer with a dotted line to the Pro-Vice-Chancellor Research & Enterprise
Grade:	10

### Main Purpose of Job

The Director of Research and Enterprise will be responsible for supporting and the co-creation, with the Pro-Vice-Chancellor for Research and Enterprise (PVC [R&E]), the University's research and enterprise strategy in a manner that enhances, protects and maintains its research reputation in line with the Sussex 2025 strategy. The role includes the promotion of and support for research, enterprise and knowledge exchange activities and major research related initiatives such as the Research Excellence Framework and the Knowledge Exchange Framework.

The post holder provides strategic leadership and operational management of Division of Research and Enterprise Services (RES).

Working to support the PVC [R&E], the post holder will take an active role in developing improvements and delivering changes to the research and enterprise strategies, ensuring appropriate compliance and financial governance in the delivery of those activities.

As a member of the University Leadership Forum the post holder will make a significant impact on the long-term direction, strategy and objectives of the University to meet current and future business needs.

### Key Duties & Responsibilities

1. To lead and develop Research and Enterprise Services at Sussex to provide a first-class range of research support services to academics, whilst underpinning the delivery of the research strategy and facilitating growth in research and enterprise income to the University.
2. To support, and co-create, with the PVC [R&E] the development of all aspects of the research strategy and to provide the PVC [R&E] with the appropriate blend of leadership and management skills to sustain the University's ambitious plans for growth, improvement and focus in research and enterprise activities.
3. To be responsible for the oversight of the University's submission to the Research Excellence Framework (REF) and Knowledge Exchange Framework (KEF), thereby ensuring the best possible outcomes and funding levels are achieved.

4. To be proactive in establishing external stakeholder engagement with research developments at the University, and maintaining excellent relations with these stakeholders to ensure the University is abreast of developments in UK research priorities to enable the University to match its research aims with funding opportunities provided by those stakeholders.
5. To have political awareness of the external research policy and governance landscape, (for example: Research Excellence Framework, Knowledge Exchange Framework, various Concordats and other funding policy areas), to ensure the provision of robust analysis and advice to University Executive Team (UET), and the PVC [R&E], and to oversee the embedding of changes to internal policy and procedures as necessary.
6. To develop and oversee the delivery and implementation of RES strategic priorities, aligned to the agreed Professional Services Leadership Team (PSLT) strategic priorities. Sharing with RES colleagues, the RES strategic priorities should represent the backbone of annual appraisal targets and core delivery of work priorities.
7. To lead (including budgetary oversight and development) and inspire Research and Enterprise professionals in the execution of their work at Sussex, ensuring the delivery and alignment of the strategic priorities of the University and the Research and Enterprise division.
8. To identify and embed improvements to business processes and systems improvements in Research and Enterprise, leading on principles that support a 'customer-oriented' focus, seeking engagement from internal stakeholders at both the development of those processes and as 'users' of the service.
9. To develop and maintain partnerships with key external stakeholders, such that those partnerships will support the development of Sussex's research, enterprise and knowledge exchange strategies. These partnerships will be core to improving the breadth and depth of research and enterprise interactions with Sussex academics and sponsors of research, thus improving our research income, research impact and outputs, and academic reputation.
10. To develop and maintain relationships with key internal stakeholders including University Executive Team/University Leadership Forum (ULF) members, Directors of Research and Knowledge Exchange (DRaKEs) and members of research committees and governance structures, along with Professional Service Directors and their supporting Professional Service areas. Such relationships are critical to develop the professional research and enterprise service to academic colleagues, and in meeting sponsor expectations for their funding.
11. To collaborate with colleagues across the Professional Services (particularly in Communications and Marketing, and Development and Alumni Relations) to ensure that the research at Sussex is put into the public domain quickly and efficiently and in ways that excite, lead to further engagement, and improve our research reputation.
12. To manage the quality assurance of all Research and Enterprise activities and ensure that research governance meets models of best practice and legislative framework.
13. To act as Export Control Director for the University, working in collaboration with colleagues in General Counsel, Governance and Compliance (GCGC) to ensure the University's policies and procedures comply with external requirements and expectations.
14. To undertake any other as reasonable duties and responsibilities requested by the Chief Operating Officer (COO).

## **Job Context**

The post holder reports directly to the COO, but enjoys a high level of autonomy and responsibility to enable the post holder to manage their own work – and that of their Division – to achieve the strategic and operational goals of the University, Professional Services, their Division and their personal

objectives. The post holder is expected to work collaboratively with fellow Directors and other key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.

The post holder is expected to have a comprehensive knowledge of research and enterprise activities. The role is not wholly covered by defined procedures and requires the post holder to exercise considerable personal initiative to identify significant opportunities for research income growth and impact through engagement with both business and public sector partners.

Working with a high degree of independent professional autonomy, the post holder is responsible to the COO and PVC [R&E] for identifying, implementing and maintaining the highest standards of research, enterprise and impact practice.

The post holder manages the Director of Innovation and Business Partnerships, ensuring the Innovation and Business Partnerships, Knowledge Exchange, and Innovation function and associated team, enable the University to maximise its results in the Knowledge Exchange Framework; to diversify and grow its income streams; to increase its HEIF (Higher Education Innovation Fund) and improve its corporate reputation for external engagement.

## Dimensions

1. The post holder has the freedom to decide how to achieve the strategic aims of the role and as such, has significant decision-making latitude. The post holder is likely to encounter situations with intangible and unstructured aspects, where the post holder will need to define the problem/issue before an immediate solution be found. The post holder is therefore required to apply analytical, interpretive and constructive thinking and a high degree of evaluative judgement to resolve many of the problems/issues presented to them.
2. The post holder is accountable for: the provision of accurate and professional bid support and post award grant and contract management services to the academic and professional services teams; external reporting, ethics, sponsorship, and governance issues associated with grant and contract management; maximizing efficiency in the processing and financial control of research projects whilst ensuring good quality of service to both internal and external stakeholders; maximizing income growth and contribution towards overheads; ensuring intellectual property is adequately protected and exploited; provision of management information to the University's Executive Team, Senate and Council.
3. The REF outcome determines the funding grant for research for a minimum of 5-7 years and currently attracts c£14m of block funding annually. The KEF will set performance measures against peer groups, which will determine the University's annual HEIF income, currently attracting c£4.7m per annum. Successful submissions will ensure that the University is maximizing its income potential, research reputation, and will therefore impact on national and international league tables, essential to attracting students to the University.
4. To manage RES divisional structure, the post holder will have 7 direct line reports at either Director, Head of function or Manager level (grade 8 – 10), the post holder will also line manage the RES Divisional Administrator. The Division currently has c100 staff supporting activities across a number of discipline areas.
5. The post holder has responsibility for a Divisional budget of c£3.4m pay budget, c£1.7m non-pay budget, and income of c£3.3m (2020-21).
6. The post holder also has responsibility for the oversight of annual bids valued at c£238m and new awards of c£50m. The current portfolio of awarded grants and contracts is valued at c£250m (all values 2019-20).
7. The postholder sits on the University Leadership Forum and will be responsible for representing the division there and having input into the strategic aims and deliverables of the University. They also attend Senate, and are a member of the University's Research and Knowledge Exchange Committee and its sub-groups.

## Organisational Structure

The proposed structure (shown below) will reduce the existing number of post holders reporting directly to the Director, Research and Enterprise from 13 to 7. The post holder reports to the COO as part of the Professional Services Leadership Team, and has a dotted line to the PVC [R&E].



### Internal and External relationships

The post holder is a member of the Professional Services Leadership Team, under the COO, and provides leadership to Research & Enterprise support activities at the University. Working with the PVC [R&E], and associated deputy PVCs, the post holder will provide key input to and the development of, the research and enterprise strategies for the University, focusing on the delivery of Research with Impact pillar of the University's Sussex 2025 Strategy. The post holder will play a pivotal role in supporting and delivering the agreed research with impact strategy for the University.

To enable the post holder to be successful, they will need to build and maintain key relationships both across professional service colleagues and faculty, along with key external relationships, including but not limited to:

#### Internal relationships:

1. UET, Senate & Council members – reporting performance, compliance, and development of policy
2. PVC [R&E] and associated deputy PVCs, DRaKEs, Associate Deans for Research – to support and deliver the agreed research and enterprise strategies, and Dean of the Doctoral School.
3. Heads of Schools and Deans, individual academics, investigators, and research groups – to understand local research support strategies and support requirements.
4. Professional Service Directors and associated divisional staff, Heads of Professional Services in Schools and associated staff supporting research – to ensure that delivery of support is aligned with the 1 Professional Service (1PS) objectives.

5. Project Management Office – to ensure that the capital development projects to improve research processes and systems are delivered on track.
6. GCGC – to ensure our policies and processes are compliant with UK regulations and guidance on Export Control and other Acts interacting with research and enterprise.

**External relationships:**

1. Research England and Research Councils under the UKRI umbrella – for funding strategy, delivery of REF and KEF, compliance with funder policies and concordats
2. Other major key charity and funding academies – understanding changing funding priorities and strategies, and key funding policy changes
3. UK Research Office/ European Union funding support Agencies – understanding funding landscape under Horizon programmes, and key policy areas. UK Research Integrity Office (UKRIO) / Vitae for governance/concordat activities - for the understanding and embedding of key compliance and adoption of concordats; maintaining university awards e.g. HR Excellence in Research (HREiR)
4. Government agencies for specialized research support e.g. SPIRE
5. External auditors – appointed from various funding agencies to provide assurance of good practice in research.
6. Key business and local government relationships to develop key joint initiatives and funding opportunities, building the Sussex brand.

**Other Contextual Information/Special Features**

None

**Person Specification**

Person Specification Element	Criteria
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Have interpersonal and communication skills that lead to positive and professional engagement by colleagues, service users and stakeholders</li> <li>• Outstanding written and oral communication skills</li> <li>• Excellent analytical, interpretive and evaluative skills</li> <li>• Ability to persuade and influence others to achieve the best possible outcome</li> <li>• Politically astute with the ability to manage complex relationships</li> <li>• Excellent leadership skills to inspire the division to achieve excellent results</li> <li>• Ability to work under pressure and prioritise tasks to deliver on agreed outcomes</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level, preferably with additional higher education and/or professional development qualifications</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In depth understanding of the research policy and funding landscape both in the UK and Europe, and a good understanding of the international research policy landscape.</li> <li>• Broad understanding of the Research Excellence Framework and Knowledge Exchange Framework, with the ability to use this knowledge in a professional capacity.</li> <li>• Commercial acumen and the ability to use this knowledge to the University's advantage.</li> <li>• Extensive knowledge of business improvement tools and techniques to drive continued improvement within the University.</li> <li>• Knowledge of quality assurance techniques and leveraging this knowledge to ensure compliance with legislative, statutory and regulatory frameworks</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Substantial senior management experience within higher education, or a field related to the job specification, including the leadership and management of staff and resources</li> <li>• Led a major change programme within a large and complex organisation; including the improvement of business processes and systems.</li> <li>• Have experience of managing a service delivery operation, preferably involving contracts and grant applications.</li> </ul>
	<ul style="list-style-type: none"> <li>• Have experience of developing and influencing UK funding policy, either through previous roles or in voluntary roles within similar organisations.</li> <li>• Experience of managing a large budget in a large complex organisation.</li> <li>• Experience of developing and delivering research and knowledge exchange strategies.</li> <li>• Experience of advising academics on funding bids from pre-award to post award management.</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have the personal qualities required to make a difference, persistence, resilience and drive</li> <li>• Be able to inspire people to achieve beyond what they thought was possible</li> <li>• High degree of professional credibility, with the ability to act as a change agent.</li> </ul>