

**University of  
Northampton**

**Researcher Development  
Manager  
Job Description**



# **Job Title: Researcher Development Manager**

**Grade: 8**

**Responsible to: Head of the Graduate School**

## **Overall Purpose**

To lead the entire training and development of the University of Northampton's Postgraduate Researcher population across all Faculties and Institutes by developing, planning, and managing the delivery of a high quality and strategically relevant researcher development programme. The post will be required to align the Researcher Development programme with the wider University Research Plan and be able to work across the University to maintain the quality of provision and student experience. The postholder will need to ensure that our provision aligns to the QAA's UK Quality Code for Higher Education and the Concordat to Support the Career Development of Researchers.

## **Core People Management Duties & Responsibilities**

- Manage performance and behaviour (including the PDR and the Probation period) of team on an ongoing basis
- Monitor leave and absence of the team on an ongoing basis. Approve annual leave requests, manage poor attendance and support staff with ongoing ill health issues
- Monitor and approve development opportunities to meet changing needs of the University and personal development
- Communicate effectively at all levels, ensuring relevant information is cascaded to the team and allow for two way communication including team meetings and 1-2-1's
- Foster wellbeing of team members ensuring maintenance of work life balance, adherence to Working Time Regulations and providing opportunities for staff to raise issues e.g. through regular 1-2-1 meetings
- Plan resources to ensure adequate coverage to meet the needs of the service whilst recognising employee wellbeing
- Undertake all aspects of recruitment in accordance with University policy and procedure, for both within the team and supporting other departments and faculties across the University
- Undertake investigations and undertake role of hearing manager in cases of disciplinary and grievance for employees across the University in line with University Policy and procedures

## **Principal Duties and Responsibilities**

- To lead on the design and development of a comprehensive suite of researcher development programmes that meet the needs of postgraduate research students and early career researchers across all Faculties and Institutes in accordance with the QAA's UK Quality Code for Higher Education

- To lead and have overarching responsibility for the development of researcher development policy and systems to ensure that researcher development is implemented, recorded, and evaluated appropriately with a focus on best practice and continuous improvement
- To have responsibility for building internal and external resources to support postgraduate researcher training delivery and lead on the organisation of training programmes.
- To lead, design and manage training needs analyses and advise on responses to outcomes of these, including outcomes of the PRES and other PGR surveys
- To maintain excellent knowledge and understanding of the current PGR research environment and of developments in the sector to ensure currency in the delivery of research services to support postgraduate research
- To manage, coordinate, consult and engage key internal and external stakeholders in the development and short- and long-term delivery of events and training
- To take responsibility for representing UON in local, regional, national, and international training and development networks concerned with Researcher Development
- To lead on advising on local, national and international developments in PGR researcher development, contribute to annual reports and participate and lead on working groups that arise out of Committees for researcher development initiatives
- To guide and support the development of bids for studentships or fellowships, clearly defining the UON researcher development offer
- To manage a Researcher Development Administrator with responsibility for programme and event administration
- To oversee and manage the Graduate School Resource Bank NILE site as a resource base for postgraduate researchers and early career researchers and contribute to the Graduate School web pages
- To advise individual students and supervisory teams – as needs arise – in identifying training needs and to ensure adequate provision
- To support the organisation of the University's annual research conference
- To lead and organise University-wide events for researcher engagement such as the annual PGR poster competition and Images of Research exhibition
- To advise and assist Faculties in the development of discipline-based training programmes for research degrees students
- To take responsibility for operationalising and delivering the University's research and innovation strategy in relation to PGR development, and to improve the quality and effectiveness of service provision

## **Generic Duties and Responsibilities**

- Manage performance and behaviour of the Researcher Development Administrator including the PDR and the Probation period
- To maintain personal and professional development to meet the demands of the post
- Motivate the team effectively to ensure that team/departmental/ institutional targets are met

- Monitor leave and absence, monitor, and approve development opportunities
- Communicate effectively and foster wellbeing across the team at all times
- Foster well-being
- Promote a positive health, safety and environmental culture and manage health and safety performance
- To represent the Department on appropriate committees and working groups.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of the Graduate School
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

# Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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## Qualifications

1	Good Honours degree (2:1 and above)	Essential	Application
2	Evidence of continuing professional development	Essential	Application Interview
3	MRes, PhD or equivalent	Desirable	Application
4	Relevant vocational/professional qualification and/or membership of a relevant professional body	Desirable	Application

## Skills, Knowledge and Experience

5	Excellent planning and organisation and project management skills	Essential	Application Presentation
6	Knowledge of The University of Northampton and its Faculties, Institutes and Departments.	Desirable	Interview Presentation
7	Experience of working in higher education environment	Essential	Application Interview Presentation
8	Experience of managing a researcher development programme	Essential	Application Interview Presentation
9	Excellent problem solving and decision-making skills	Essential	Application Presentation
10	Experience of delivering teaching and/or training activities (including online and blended learning)	Essential	Application Interview Presentation
11	Excellent time management and prioritising skills	Essential	Application
12	Excellent project management and leadership skills	Essential	Application Interview Presentation

13	Experience of participation in professional networks	Essential	Application
14	Knowledge of UK postgraduate education and training systems as well as the relevant researcher training frameworks	Essential	Application Interview Presentation
15	Experience of working with people from different cultures and backgrounds	Essential	Interview Presentation
16	Experience of project planning and management and delivery	Essential	Interview Presentation
17	Demonstrate an understanding of HR policies and procedures	Desirable	Application Interview
18	Ability to identify and undertake vital conversations appropriately	Essential	Application Interview
19	Ability to delegate appropriately	Essential	Application Interview

### **Personal Qualities**

20	Ability to adapt to organisational change	Essential	Application Interview
21	Ability to adapt to technological advances in the workplace	Essential	Application Interview
22	Persuasion and negotiation skills	Essential	Application Interview
23	Excellent communication (written/verbal) skills.	Essential	Application Presentation
24	Numerate and capable of manipulating statistical data	Essential	Application Interview Presentation
25	Ability and willingness to learn and enhance own skills and competences	Essential	Application Interview
26	Ability to work under pressure and to manage multiple ongoing activities effectively.	Essential	Interview
27	Ability to provide evidence of a creative and positive approach to problem-solving	Essential	Interview
28	Ability to communicate information and to provide advice to a diverse range of audiences	Essential	Application Interview Presentation
29	Ability to work independently and as part of a small team	Essential	Interview

30	Ability to use own initiative and to work without direction	Essential	Application Interview
31	Ability to undertake occasional travel and to work outside 'normal' business hours	Essential	Interview
32	Excellent organisational skills in managing a complex environment	Essential	Application Interview