

About University Alliance

University Alliance is a mission group representing 20 universities in England and Wales. Our institutions are passionate about high quality teaching and deliver research with real-world impact. We educate 25% of all UK students, employ 54,000 staff, and with an estimated economic impact of over £10bn, Alliance universities excel in stimulating growth in their cities and regions.

Within our London office: we have three strategic work streams:

- **Champion our strengths:** We will create a strong brand that reflects our members' strengths. This will be reinforced by developing strategic alliances with appropriate UK organisations and similar university groups overseas
- **Shape Policy:** We will maintain excellent links with decision makers in Government and Parliament. We will work together to establish robust, evidence-based positions and use these to influence the policy debate.
- **Collaborate:** We will facilitate collective activity focusing on areas that showcase our strengths and support our policy arguments.

Our Team and Values

We're a small team of hard working professionals who are committed to creating a supportive, positive and rewarding work environment. The team is made up of a policy team of higher education experts, an outstanding communications team and our operations team that supports our critical business functions.

We are passionate about what we do and ambitious to achieve excellence across our mission. We are open-minded and entrepreneurial – willing to consider new ideas, to work with partners and to innovate. We provide opportunity for all, embrace diversity and work openly, honestly and constructively for the good of UK higher education.

Job Advert

Research Programmes Development Manager

We are offering an exciting opportunity for an experienced research development manager with a background in higher education and funding to join the University Alliance team.

In collaboration with our members and academic leadership we manage a range of interdisciplinary Doctoral Training Alliance (DTA) programmes, currently across Applied Biosciences for Health (launched 2015); Energy (launched 2016) and Social Policy (launching 2017). Further areas are under discussion.

We are looking for an experienced, successful, highly organised and flexible individual with research development and stakeholder management skills to support the enhancement and internationalisation of these research initiatives and communities.

The role will be responsible for leading on i) sustainability and development of the DTA model, including the identification of funding and international opportunities, coordination and writing of funding bids; ii) providing lead coordination for wider research collaborations and capability-building activity, including equipment sharing and iii) support for the delivery of the DTA training programme.

The successful candidate will support the Head of Programmes and DTA Manager in strategic development of these new initiatives. They will also work collaboratively with the Director of the DTAs and the Training Group leadership in the fulfilment of the duties of this exciting new role.

Based in our Whitehall office, you will need to embrace and thrive in a challenging and busy environment, and apply your entrepreneurial spirit to the work you deliver. This opportunity will enable the right candidate to enhance their research (and researcher) development and stakeholder management career through exposure to national policy. If you have relevant experience and an appetite for success with a friendly and close-knit team then please apply.

Salary: £40,000 per annum, full-time

Deadline: Midnight, Sunday 16 July 2017

Interviews: Monday 24 July 2017

Start date: Monday 18 September 2017 (negotiable)

Job description

Job title: Research Programmes Development Manager

Terms and conditions of employment: This is a full-time position on fixed-term basis for 3 years (36 months).

University Alliance staff benefit from generous terms and conditions including 33 days leave (made up of 25 days annual leave and 7 concessionary days supplementary to bank holidays), flexible working practices, a generous defined-benefit pension scheme and a commitment to investing in and developing staff.

Principal location of work: University Alliance HQ, Whitehall, Central London

Line manager: Head of Programmes

Probation period: 6 months

Salary: £40,000 per annum, full-time

Overall purpose of post: To manage professionally the coordination and development of doctoral training and research collaboration activities.

Main responsibilities include:

- Identify and coordinate DTA funding bids working across multiple partners from both academic and industry organisations
- Support other research collaborations and consortia research capability building activity, such as asset sharing and international partnership development
- Support and enhance the current doctoral researcher development activity within the DTA training programme, with the option of designing and delivering content
- Work with senior academic and professional services colleagues across multiple universities to ensure added value and external impact (will require some travel)
- Project and liaison planning and implementation; ensure that reporting requirements for projects are met to a high standard
- Stakeholder management of university and external partners.

Providing flexible support in a small organisation including:

- Responsibility for other doctoral and research programme activities as appropriate
- Respond positively to change in a fast paced environment, including re-prioritisation and re-direction of projects
- Provide any additional support for communications and events as relevant.

Person specification

Specification	Essential	Desirable
1. Education/ Training	<ul style="list-style-type: none"> High standard of academic qualifications to degree or post-graduate level, or equivalent experience. 	
2. Relevant Experience	<ul style="list-style-type: none"> Experience of working in a project management role A track record of business development Experience of writing, coordinating and delivering successful funding bids and/or business cases Partnership development Experience of development and managing complex multi-partner projects using effective people, time and task management skills 	<ul style="list-style-type: none"> Experience of working in a higher education environment Track record of securing sponsorship and funding from a range of professional organisations/business/industry International partnership development
3. Relevant Skills/ Aptitudes	<ul style="list-style-type: none"> Excellent interpersonal skills; an effective leader and communicator, and confident in reporting status at management board meetings Able to work effectively to deliver concurrent projects on time, on budget and to specification to a high professional standard Effective time and task management skills, demonstrating an ability to deal calmly with the conflicting demands of a varied workload Experience of managing projects with a large number of stakeholders and are able to escalate effectively to senior colleagues 	<ul style="list-style-type: none"> Have successfully completed Prince2 training or gained equivalent experience
4. Special Requirements	<ul style="list-style-type: none"> Ability to prioritise workload and exercise judgement about when to seek advice and input Able to work on own initiative without close supervision 	

	<ul style="list-style-type: none"> • A flexible and supportive approach to working within a small team to deliver shared objectives collaboratively 	
5. Other	<ul style="list-style-type: none"> • Familiarity of the UK research and delivery landscape • Experience of coordinating and/or delivering skills development within a work environment 	<ul style="list-style-type: none"> • Knowledge of the policy and funding landscape for research and doctoral programmes in higher education • Experience of coordinating and/or delivering researcher development skills provision for early career researchers • Sound political judgement and an interest in Government and Parliament