



**St Mary's  
University  
Twickenham  
London**

## **JOB DESCRIPTION**

**Job Title:** Director of Research  
**Department:** Research Services  
**Reports To:** Provost and Chief Academic Officer  
**Grade:** Senior Staff  
**Salary:** Circa £75,000

### **Contextual Information**

St Mary's University is a strong and welcoming community characterised by trust and respect among staff and students, as well as our inclusive values where everybody is welcomed. We are committed to excellence, providing increasingly high levels of teaching, learning, student experience and employability.

The University is proud of the support we provide to students. Underpinned by the provision of quality teaching, we are student-focused and aim to prepare graduates for flourishing lives, successful careers and social commitment through excellent, research-enriched teaching in a strong community of mutual respect.

At St Mary's University, we have a vibrant research culture, environment and knowledge transfer/exchange. Our recent successes in 2021 Research Excellence Framework (REF) showed that the majority of research submitted by the University is 4\* World Leading or 3\* Internationally Excellent in its originality, significance, and rigour. St Mary's has more than doubled its research rated by the REF in the top two three and four-star classifications as compared to the previous research exercise in 2014.

St Mary's also increased the number of eligible staff who submitted research in the REF by almost 30%. In most submitted units, St Mary's research environment shifted from having International Recognition in 2014 to being considered as Internationally Excellent, with some areas also recognised as World-Leading.

### **Job Purpose**

To enhance the University's Research culture and performance by providing strategic leadership on all aspects of the University's Research. To also lead and have responsibility for implementation and management of the university's Research Degree Awarding Powers and to be responsible for coordinating and managing the university's submissions to research assessments (such as the Research Excellence Framework).

Providing senior leadership, the Director of Research will be responsible for developing an inclusive and diverse research culture, fostering a vibrant postgraduate research community and increasing research income. Additionally, for enhancing the quality, impact, management and delivery of the St Mary's Research Strategy.

Reporting to the Provost and Chief Academic Officer, the Director of Research will be responsible for delivery of a first-class service to our community of research active staff by the University's Research Services.

## **MAIN DUTIES AND RESPONSIBILITIES**

### Research Leadership

- Develop and lead an inclusive and diverse research culture that fosters research of the highest quality through the development of strategy and structures that encourage innovation and collaboration.
- In consultation with the Provost and key stakeholders develop appropriate strategy and action plans that align Faculty and School research with the University Research Strategy and be responsible for their implementation.
- Lead on the implementation of University-wide strategies to promote knowledge exchange and knowledge transfer from research to external stakeholders to maximise the impact of research undertaken within the University.
- Co-ordinate the activity of School Subject Lead Research roles across the University to deliver the University Research Strategy.
- Develop and embed a consistent structure of Research Centres across the University, to enhance the effective research culture of the University. To then be responsible for managing and co-ordinating periodic reviews of the effectiveness of research centres.
- Identify new research opportunities that have the potential for significant growth and to liaise as required on research grant and contract submissions (e.g. UKRI, Government Industrial Strategy, Industry and Third Sector).
- Liaise with professional service colleagues (e.g. Marketing) to maximise the exposure of research and associated activities (external and internal) for the benefit of the University's standing and reputation.
- Ensure that appropriate strategies and policies are in place to enable the University to recruit and retain excellent researchers.
- Support the University to uphold the highest standards of integrity in the University's research activity, including research conduct and responsible use of metrics.

### Research Excellence Framework

- Work with the Provost, Deans, Directors, Heads of School, and Research Centres to ensure the strongest possible submissions to Research Excellence Framework assessments.

- In collaboration with Research Services, capture detailed information on research undertaken in the University, to identify funding opportunities and maximise REF submissions.
- Oversee the development and implementation of Personal Research Plans across the University to drive research performance and enhance the REF submission.

#### Post-graduate Research

- Contribute to the development and design of a series of new programmes at postgraduate level to maximise the benefits of the University securing Research Degree Awarding Powers (RDAP).

#### Research Services

- Provide professional leadership and direction to Research Services, ensuring that performance is managed effectively through objective setting and appraisals to support and improve the service.
- Work with other University services to improve all research related processes.

#### General

- Formulate University responses to consultation papers relating to research and the research funding environment.
- Chair the University Research Committee and to serve on or Chair other Committees, working groups/forums at the University as required.
- Attend relevant University Committees, working parties and groups as required.
- Maintain an internationally leading individual research profile, as indicatively evidenced through activities such as research publications, PhD supervisions, invited talks, research income generation and editorial roles. The contributions here to be agreed with the Provost annually.
- Undertake any other activities assigned from time to time by the Provost as commensurate with the role.

		Assessed by	
Selection Criteria	Essential (E) Desirable (D)	Application	Interview
<b>Knowledge and Qualifications</b>			
A PhD/Professional Doctorate	E	X	
Recognised Professorial status or eligibility to apply for role.	E	X	
Research active with a national or international profile.	E	X	

A proven track record of senior leadership across a broad portfolio in a research setting within an academic environment	E	X	X
Proven expertise of leading successful and effective change in Research, leading to growth, within an academic environment	E	X	X
A strong understanding of the Research landscape and general challenges, including funding, facing the Higher Education sector within the UK and globally	E	X	X
Proven ability to contribute to institutional strategic plans/goals through the development and delivery of detailed operational plans	E		X
Experience of line management and/or academic leadership within an academic setting	E		X
Experience of chairing committees and meetings	E	X	
<b>Skills and Abilities</b>			
Proven management and leadership skills and the ability to delegate responsibilities effectively across multi/inter-disciplinary teams	E	X	X
Ability to plan strategically for the management of all resources and processes (staffing, finance, space and equipment)	E	X	X
Good IT skills with the ability to produce clear, concise documentation and communicate to a range of individuals and groups, within the University	E	X	
Ability to apply analytical and problem-solving skills to a range of contexts	E	X	X
Ability and credibility to represent the University externally	E		X
Ability to provide appropriate intelligence to the University Executive in relation to developments in Research	E	X	X
Commitment to flexibility in your approach to delivering duties and to supporting colleagues across the University	E	X	
Ability to network externally and facilitate partnership working with all relevant stakeholders	E		X

including local councils, colleges, employers, local and international academic partners			
Excellent team working, interpersonal and presentation skills	E		X

### **University Policies and Procedures**

All staff are expected to undertake their work in an inclusive, fair, safe and respectful manner, with particular consideration given to the University values.

**St Mary's University reserves the right to change and amend this job description / person specification in accordance with the changing requirements of the organisation.**