



Subject Lead Research - School of TBC

Responsible to:	Director of Research
Faculty / Institute:	Faculty of
Term of Office:	3-year term
Hours:	Allocation of 150 - 500 hours dependent on size and complexity*

*Complexity may include: large cohorts; international students

Duties Summary

To oversee and enhance the research environment and profile of the School. This will include, but not be limited to, having responsibility for Research Centres housed in the School, co-chairing the Faculty Research Committee and Faculty Research Ethics Committee, and co-managing the reviews of Personal Research Plans and research tariff allocations for staff in the Faculty. The role will also include responsibility for engaging with and communicating research strategy objectives to academics to ensure a co-ordinated and structured approach to research.

Main Duties and Responsibilities

- Co-Chair the Faculty Research Committee as well as co-chair the Faculty Research Ethics Committee.
- Through liaising with the Director of Research, implement the University Research strategy for the Faculty / School.
- Represent the School and Faculty in meetings about research, REF, HEIF, grant-capture, knowledge exchange and those in relation to operations aligned research.
- Work closely with the Doctoral Programme Leads and Professional Services teams to support, develop and ensure delivery of high-quality PhD supervision and in-faculty support for postgraduate researchers.
- Co-ordinate the activity of research centres within the School / Faculty.
- Co-ordinate the activity of a REF submission group, updating the Director of Research on progress against agreed objectives.
- Work directly with Research Theme/Group Leaders and Research Centre Directors to increase the quality and quantity of research outputs and impact from research.
- Co-ordinate the Faculty / School process for allocating research time in the Academic Workload Model, reviewing and providing feedback on completed Personal Research Plans
- Ensure that the School's web presence is fully up-to-date and open access research

requirements are met.

- Work with Heads of Academic Departments and Programme Leaders to ensure strategic measures and initiatives pertaining to research are applied locally in appropriate ways.
- Work with other research leaders across the University to promote inter-disciplinary initiatives.

The level of teaching may vary and will be determined by the Head of Department with input from the Dean.

St Mary's University reserves the right to change and amend these duties in accordance with the changing requirements of the organisation.