

Deputy Director (Research Funding and Development)



OPPORTUNITY

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Reference: 0778-26

Grade: 10

Salary: £58,225 to £67,468 per annum, depending on experience

Contract Type: Permanent

Basis: Full time

Job description

Job Purpose: Deputy Director (Research Funding and Development)

Aston University's 2030 strategy is **Inclusive, Entrepreneurial** and **Transformational**. We are building a new model of university for a changing world. Our vision is to be a leading university of science, technology and enterprise, measured by the positive transformational impact we achieve for our people, students, businesses and the communities we serve.

The Deputy Director (Research Funding and Development) is a strategic leadership role focused on driving an institution wide, coherent approach to securing high-quality bids. Through the implementation of a comprehensive research funding strategy, the role holder will enhance Aston's competitive advantage across a breadth of funders- UKRI, NIHR, government, charities, and international. Working collaboratively, they will identify opportunities and facilitate the conditions for a step change in efficient and robust bidding aligned with the ambitions of the Aston 2030 strategy. Providing leadership for the University's successful participation in UK and EU government funding programmes and other strategically important funders internationally, the postholder will work across the research base to support the development of an inclusive and enabling research funding culture.

With a focus on strategic, high-value awards, the postholder will bring substantial experience in building partnerships and in developing a sustainable funding portfolio across research teams, centres and institutes. They will work with research leaders across the institution to ensure that Aston University is positioned as a partner of choice, particularly in major collaborative programmes. Through leadership of the Research Funding and Development Team, the Deputy Director will enable researchers to develop strategies for growing and delivering a sustainable research funding portfolio.

This is a senior leadership role in Research and Enterprise. The postholder will deputise for the Director of Research Services, lead the Research Funding and Development Team, and work across and beyond Research and Enterprise. They will make strong internal and external connections that advance the University's research priorities.

Main Duties/Responsibilities

Strategic Funding Leadership and Positioning

- ▶ To identify strategically important funding streams and to work across and beyond the institution to position the University to respond to these as a partner of choice. This will involve detailed planning related to emerging funding programmes and other externally-funded research initiatives and proactively seeking new funding opportunities. Through careful planning and prioritisation, combined with effective targeting of resources, the postholder will ensure that the University can present a credible track record together with the appropriate partners and collaborators to maximise competitiveness and success.
- ▶ Maintain an effective oversight of the University research portfolio, in particular regarding strategically important growth areas, and upcoming significant bids for research funding.
- ▶ To keep up-to-date with key developments in the research policy and research funding landscape, gathering intelligence of funders' priorities and forthcoming opportunities, using established relationships and networks to achieve this.

Leadership of the Research Funding and Development Team

- ▶ To lead the Research Funding and Development Team in creating an enabling, high-performance environment that empowers researchers to secure external funding. This includes working with research leadership teams across the institution, to develop and implement strategic initiatives that create an inclusive environment that strengthens proposal quality and success rates.

- ▶ Through leadership of the Research Funding and Development Team to set the standard for the delivery of a holistic support service for the University that encompasses planning and strategy, research development, bid development and costing, the effective targeting of funding opportunities, internal review and approval processes and the pre- to post- award handover.
- ▶ Contribute to the personal and professional development of the Research Funding and Development Team, including through line management of Strategic Funding Managers and the Head of Awards and Contracts.

Relationship Management and External Engagement

- ▶ To actively develop and maintain effective relationships with strategically important funders and research partners and promote access to these funding sources. Including for example: UKRI, EU, charities and foundations and prestigious international funders.
- ▶ To Deputise for the Director of Research Services as required, representing the University at key external events.

Institutional Bid Development and Quality Assurance

- ▶ To develop and coordinate major institutional bids for research funding led by Aston, including inputting strategic content, reviewing bids, and developing links with the relevant funders and partners.
- ▶ To develop and implement robust controls to ensure the quality, accuracy, eligibility, and compliance of proposals. This will ensure that there are appropriate quality control and peer review processes in place, and that robust processes for appropriately identifying and costing resources are followed, in conjunction with Research Finance.

Research Culture and Researcher Development

- ▶ To contribute to the development of research culture at the University through the development and delivery of researcher development programmes, working in conjunction with colleagues in the Graduate School and Organisational Development.
- ▶ To lead on the development and management of centrally-held research development funding, utilising ad hoc Research England Quality Research allocations where appropriate, for example for policy research, research culture, and practice-based research.

Cross-University Collaboration and Service Development

- ▶ To work collaboratively across Research and Enterprise and beyond to deliver a joined-up service, ensuring that opportunities for improvements in delivery are identified and acted upon. Within Research and Enterprise, this includes liaising with Ethics and Integrity, Impact, Knowledge Exchange, Data and Systems and Commercialisation. Beyond R&E this includes Research Finance, Alumni and Development, and International.
- ▶ To actively contribute to the development of Research and Enterprise's activities and services in support of the delivery of the University's Research Strategy, promoting the best use of emerging technologies, and ensuring that stakeholders and other Professional Services departments are kept up-to-date with the services of the team.
- ▶ AND such other duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	An undergraduate degree in a discipline relevant to the research areas of the University	Application form and interview
Experience	<p>Proven success in the leadership and management of a high-performing team, including the ability to work across an organisation, developing effective relationships across teams.</p> <p>Strong background and experience of research and research-related matters with ability to interact effectively with senior staff in Universities, companies and public sector organisations.</p> <p>Strong track record of developing and maintaining research-based partnerships with key stakeholders.</p> <p>Proven experience of successfully building partnerships and a track record in developing and winning large (£5m+) research and research-related projects.</p>	Application form and interview
Aptitude and skills	<p>Ability to think strategically.</p> <p>Proven analytical and problem-solving capability.</p> <p>Demonstrable knowledge and understanding of the UK and EU research funding and policy environment.</p> <p>Excellent oral and written communication skills, and the ability to relay key messages to a range of stakeholders in different ways.</p> <p>Demonstrable ability to work across all levels of a complex organisation to influence, persuade, negotiate and</p>	Application form and interview

	Essential	Method of assessment
	<p>facilitate collaboration and to stimulate opportunity</p> <p>A high level of numeracy and excellent IT skills. Good budgetary and financial awareness.</p> <p>Ability to build new relationships and manage relationships with a range of stakeholders in order to deliver the required benefits to the University.</p>	

	Desirable	Method of assessment
Education and qualifications	A post-graduate degree	Application form
Experience	<p>Experience of working for a relevant research funder.</p> <p>Demonstrable experience of successfully leading change in a complex environment.</p>	Application form and interview
Aptitude and Skills	Skilled in adoption of Digital or AI solutions and the ability to apply this to a research funding setting.	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Behaviours



Innovation

We strive for excellence within ourselves and with others.



Collaboration

We work best when we are collaborative, listening to others and sharing our ideas.



Ambition

We strive together for improvement and innovation.



Inclusion

We treat everyone in our community with respect and care.



Integrity

We are open, honest and fair. We take responsibility for our actions.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Sally Puzey

Job Title: Director of Research Services

Email: S.Puzey@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its

Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.
Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (“GDPR”). The University’s Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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