



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Senior Research Culture Manager

Department/Division: Research & Innovation Accountable to: Head of Research Governance and Culture

Competency	Criteria	E/D
Education	Undergraduate degree or equivalent	E
	A postgraduate research degree, or equivalent qualification, ideally in a social sciences discipline	D
Knowledge and experience	Demonstrable understanding of the aims of the higher education sector, particularly in relation to research culture	E
	Understanding of higher education policies and regulatory requirements	E
	Knowledge of due diligence and Trusted Research, responsible metrics, open research, research compliance and policies related to equality, diversity, and inclusion within research	D
	Experience of advocating for improvements in a changing environment	D
	Experience of informing the development and implementation of organisational strategy	D
Communication	Excellent written and oral communication skills, including presentations and training delivery to a wide range of audiences	E
	Experience of producing incisive reports to put forward recommendations for a range of audiences	D
Analysis and research	Strong data management and analytical skills to interpret information and make recommendations	E
	Ability to research and analyse complex information to inform recommendations	E
Liaison and networking	Ability to co-develop initiatives with a wide range of stakeholders to enable positive changes	E
	Ability to create, manage and motivate a range of networks with	E



	<p>peers and stakeholders and empowering others</p> <p>Experience of participating in networks of peers, for example in the UK or EU higher education context.</p> <p>Ability to engage with internal constituencies for liaison/networking with academic and administrative units/departments across the institution.</p> <p>Ability to work in or develop international networks, research funding, research policy, professional “peer to peer” networks.</p>	<p>E</p> <p>E</p> <p>D</p>
Planning and organising resources	<p>Ability to adapt to work under pressure to meet deadlines</p> <p>Ability to identify and prioritise appropriate resource requirements</p> <p>Experience of managing and delivering discrete projects and events as part of a wider suite of activities to plan within scope and timelines</p>	<p>E</p> <p>E</p> <p>D</p>
Initiative and problem solving	<p>Experience of working independently across organisational boundaries, proactively solve problems and use own initiative</p> <p>Experience of responding to changing priorities and identifying practical options to resolve issues and problems</p>	<p>E</p> <p>E</p>
Teamwork and motivation	<p>Ability to work with and motivate staff at all levels of an organisation</p> <p>Ability to work openly and co-operatively with others, both within immediate project teams and elsewhere</p> <p>Self-motivation and ability to organise own time effectively as well as to motivate and advise others sensitively</p>	<p>E</p> <p>E</p> <p>E</p>
Service delivery	<p>Ability to lead and facilitate workshops, events, working groups, and other meetings</p> <p>Ability to develop plans and monitor progress to deliver an effective service</p> <p>Experience of delivering specialist services to maximise service quality, efficiency and sustainability</p>	<p>E</p> <p>E</p> <p>D</p>

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.