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 or demonstrate an aptitude to develop the characteristics in-post.

Job title: Senior Research Development Manager
Department/Division: LSE Research and Innovation **Accountable to:** Head of Research Development

Competency	Criteria	E/D
Knowledge, Skills and Experience	Previous experience working in a research intensive environment in the UK or EU.	E
	Previous experience supporting the development and submission of research projects for a wide range of sponsors and funding bodies and seeking external funding (or similar).	E
	Demonstrable understanding of emerging research funding priorities and the current and future impact on academic research.	D
	Ability to conduct contract negotiations with funding bodies and research partners	E
	Ability to review sponsor and partner contracts and where necessary drafting agreements/contracts.	E
	General IT skills including use of standard software packages including creating and using spreadsheets, financial accounting tools and internet based searching.	D
	Masters degree, PhD qualification or direct experience or appreciation of the research process.	D
Communication	Highly developed communication skills (oral and written).	E
	Previous experience in contributing to the drafting of research grant proposals, drafting internal policy papers and drafting of contracts.	D

	Ability to communicate to senior levels in external organisations.	E
	Evidence of an ability to engage in discussions with research/academic colleagues in the development of academic research proposals.	D
Teamwork and Motivation	Previous experience of working in teams and contributing to the setting of goals.	D
	Previous experience of working in informal teams, such as project development teams.	D
	Experience of undertaking a leadership role to set goals and ensure delivery of objectives in these informal teams.	D
Liason and Networking	Ability to liaise with external bodies which in the UK HE context, for example research funding/sponsor organisations, UKRI (UK Research & Innovation), HEFCE and Government departments.	E
	Experience of participating in networks of peers, for example in the UK or EU HE context.	D
	Ability to engage with internal constituencies for liaison/networking with academic and administrative units/departments across the institution.	E
	Ability to work in or develop international networks, research funding, research policy, professional "peer to peer' networks.	E
Service Delivery	Experience of delivering timely and high quality support to the development and submission of research proposals, to strict internal and external deadlines.	E
	Ability to undertake contract negotiation and where necessary taking the lead in drafting/amending standard contracts.	E
	Delivering information in the appropriate form to different internal constituencies.	D

Planning and Organising Resources	Experience of developing project management framework and previous project implementation experience	D
Initiative and Problem Solving	Demonstrable competence with respect to problem solving and initiative.	E
	Ability to work largely without supervision and be expected to demonstrate experience of using initiative to initiate and implement change to policy, procedure and/or service provision.	E

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.