



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the post holder.

Job title: Senior Research Development Manager

Department/Division: LSE Research and Innovation
Accountable to: Head of Research Development

Job Summary:

LSE is a leading social science institution with some of the greatest global impact. Our researchers are world-leading thinkers on critical issues.

LSE Research and Innovation's mission is to help develop and sustain an environment that makes LSE the best place to do excellent and impactful research. The Research Development Team works collaboratively in support of the integrated research lifecycle as part of the Division, treating internally-funded research, externally-funded research and unfunded research, and associated knowledge engagement activities through which the School has impact and fulfils its mission for the betterment of society, as part of an integrated whole.

The Research Development Team provides recognised exceptional support to funding activity and ensures the quality of applications against funders' strategies. The team supports LSE staff with grant applications and liaises with internal and external stakeholders for proposals and contractual negotiations and agreements. The team supports academics through expert advice and guidance, and training activities.

All departments, centres and institutes have dedicated 'business partner' support for research grant and contract applications from a designated Senior Research Development Manager (SRDM), Research Development Manager, Research Development Officer, Senior Research and Innovation Development Manager, or Head of Research Development. The SRDM will work closely with designated departments and research centres, providing expert support to academic staff in developing high quality research applications to a range of UK, European and international sponsors.

They work with departments and research centres to provide expertise and management support to influence and facilitate research and provide support for horizon-scanning, sharing funding intelligence, and creating a longer-term 'strategic' view of the development of research and funded research in particular.

Duties and Responsibilities:

The SRDM will be responsible for supporting a number of designated departments and research centres. In this capacity, the SRDM

1. Leads on supporting the design, development and submission of winnable research grant and commercial contract applications including providing advice on sources of research funding



appropriate to specific research proposals (ensuring that project scope, content and budgets respond to funder priorities), advice on the presentation of the proposal (including evaluation criteria, risk management, performance metrics, workplans, etc.), and ensuring compliance with funders' terms and conditions and with School regulations with respect to budgeting and cost recovery (where necessary supporting academics to develop a commercial strategy on payment by results, use of milestone payments, fee benchmarking, etc.)

2. Takes the lead in drafting or amending existing model agreements including consortium agreements, Letters of Intent and confidentiality agreements for standard awards (UK Research Councils, EU, UK charities), working with the division's and the School's contracts specialists
3. Takes initial responsibility for the negotiations with sponsors including for the large-scale/major research projects and programmes on which the team member has contributed at application stage
4. Builds strong and influential relationships with academic units, including Heads of Department, Deputy Heads for Research, Centre Directors and other key academic stakeholders for research strategy
5. Proactively shares funding intelligence and provides strategic advice to the LSE academic units on the fundamentals of research funding – what it is for, its potential benefits to the academic department and to the individual, the funding landscape, and appropriate sources of funding for different research activity and different career stages
6. Provides input to the academic training programme related to grant winning that the team and Division members contribute to and delivers training sessions to the LSE academic community in their departments and centres including presenting to departmental meetings of academic staff, facilitating collaborative groups and working with staff individually
7. Develops and maintains extended networks with funders and with other HE institutions to keep abreast of best practice within research support and to maintain mutually beneficial relationships
8. Builds strong relationships with other professional service divisions and other parts of Research and Innovation to ensure a consistent and integrated approach

Support for the Research Development Team, the wider Research and Innovation Division and the School, where the SRDM:

9. Monitors the developing external policy context (UK, EU and international) with respect to research funding policy and funding opportunities, in particular the UK Research Councils, European Commission and charities and foundations
10. Provides advice, assistance and influence on a wide range of professional issues to other colleagues in the Division, and will contribute to the 'in-house' programme of training/professional development
11. Contributes to the team's input to new system changes and other policy developments across the Division and the School (e.g. new finance system, data management policy, ethics and donations procedures).
12. Explores with other colleagues in the division how to maximise the reach of communications via a wide range of comms tools.
13. Reviews, assesses and analyses management information and produces briefing and policy papers
14. Contributes to the development of the School's research strategy and to the strategy of the Research and Innovation Division

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the demands of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair



discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.