



## 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:** 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, helping 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.

The Research Development Manager (RDM) 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. The RDM will work with departments and research centres to provide expertise and management support to facilitate research and provide support for horizon-scanning, creating a longer-term 'strategic' view of the development of research and funded research. Where the make-up of the team necessitates the RDM will be expected to cover some GAM and RDA tasks.

The Grant Applications Manager (GAM) will work closely with designated departments and research centres providing expert application management services, and consulting on longer-term strategic research development needs with mentorship from senior team members. The GAM will have a responsibility for coordination of processes and operations across the team. Where the make-up of the team necessitates the GAM will be expected to cover some RDA tasks.

The Research Development Administrator (RDA) will be trained in the same, and will provide assistance to the team across training, communications and grant administration in a developmental capacity. They will be mentored by senior team members and receive regular on the job development and management opportunities.



### Duties and Responsibilities:

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

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), advising 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.)
  - GAM: all of the above with respect to grant management and administration but without the expectancy to conduct strategic evaluations or provide such advice on commercial frameworks or performance metrics.
  - RDA: supports the team in providing routine documentation for applications and maintains a central document storage of such information.
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
  - GAM: amends and negotiates standard agreements derived from agreed precedents or industry standard documents (Brunswick; Model Grant Agreement)
  - RDA: supports the team with contract coordination and storage of key documentation for efficient contract negotiation and signature process.
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
  - GAM: participates in negotiations with mentorship from a RDM.
4. Builds strong relationships with academic departments, including Heads of Department, Deputy Heads for Research, Centre Directors and other key academic stakeholders for research strategy.
  - GAM: builds relationships with the departments for grant development and coordination. Provides strategic advice to the LSE departments on research funding and receives RDM mentorship regarding the department's research strategy development.
  - RDA: supports the collation of information related to department and centre research funding interests to be shared with GAM and RDMs and is consulted on findings as part of their development.
5. 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.
  - GAM: provides input to material needing updates and bespoke sessions and leads delivery on pre-prepared material.
  - RDA: participates in the development and delivery of material as part of the team and supports the operation of the programme.
6. 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.
  - GAM: all the above.
  - RDA: makes connections and conducts networking to develop these relationships.
7. Builds strong relationships with other professional service divisions and other parts of Research and Innovation to ensure a consistent and integrated approach
  - GAM: all the above.



- RDA: all the above.

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

- 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 and leads internal discussions on the impact on the HE sector and LSE.
  - GAM: all the above but instead contributes to discussions with opportunity to lead.
  - RDA: monitors the policy and opportunity landscape and collates the above information into relevant resources as part of briefings and communications to the School from the team.
- Provides advice and assistance 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.
  - GAM: contributes to the 'in-house' programme of training/professional development.
  - RDA: contributes to the 'in-house' programme of training/professional development.
- 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)
  - GAM: all the above.
  - RDA: all the above.
- Explores with other colleagues in the division how to maximise the reach of communications via a wide range of comms tools; for example via Twitter
  - GAM: all the above and may coordinate aspects of communication strategy.
  - RDA: all the above and may administer aspects of communications strategy.
- Reviews, assesses and analyses management information and produces briefing and policy papers.
  - GAM: reviews, assesses and analyses MI for the team and their departments and receives RDM mentorship regarding briefing and policy papers.
  - RDA: promotes and implements best practice in grant management system use in the team and provides analytical support.
- Contributes to the development of the School's research strategy and to the strategy of the Research Division.
  - GAM: all the above.
  - RDA: all the above.

### **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



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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.