



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: Research Development Manager

Department/Division: LSE Research and Innovation

Accountable to: Head of Research Development

Competency	Criteria	E/D
For each grade, all competences for the prior grades shall also apply, as such RDMs shall be considered to have all GAM and RDA competences, and GAMs to have all RDA competences.		
Knowledge, Skills and Experience	RDM: Demonstrable understanding of emerging research funding priorities and the current and future impact on academic research.	D
	GAM: 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
	RDA: Previous experience working in a research intensive environment.	E
	RDM: Ability to lead negotiation and drafting of sponsor and partner agreements/contracts.	E
	GAM: Ability to review sponsor and partner contracts and where necessary negotiate agreements/contracts.	E
	RDA: General IT skills including use of standard software packages including creating and using word documents, spreadsheets, financial accounting tools and internet based searching.	E
	RDA: Masters degree, direct experience or appreciation of the research process.	D
Communication	RDM: Previous experience in contributing to drafting internal policy papers and ability to communicate to senior levels in external organisations.	D
	GAM: Evidence of an ability to engage in discussions with research/academic colleagues in the development of academic research proposals.	E
	RDA: Highly developed communication skills (oral and written).	



		E
Teamwork and Motivation	<p>RDM: Experience of undertaking a leadership role to set goals and ensure delivery of objectives in informal teams, such as project development teams.</p> <p>GAM: Previous experience of working in teams and contributing to the setting of goals.</p> <p>RDA: Previous experience of working in informal teams.</p>	<p>D</p> <p>E</p> <p>E</p>
Liason and Networking	<p>RDM: Ability to liaise with external bodies in the UK HE context; for example, research funding/sponsor organisations including UKRI (UK Research & Innovation), HEFCE and Government departments, and to work in or develop international networks, research funding, research policy, and professional “peer to peer” networks.</p> <p>GAM: Experience of participating in networks of peers, preferably in a research context.</p> <p>RDA: Ability to engage with internal constituencies for liaison/networking with academic and administrative units/departments across the institution.</p>	<p>E</p> <p>E</p> <p>E</p>
Service Delivery	<p>RDM: Ability to communicate and deliver local service standards and expectations and manage these largely autonomously</p> <p>GAM: Experience of delivering timely and high quality support to the development and submission of research proposals, to strict internal and external deadlines.</p> <p>RDA: Delivering information in the appropriate form to different internal constituencies.</p>	<p>E</p> <p>E</p> <p>D</p>
Planning and Organising Resources	<p>RDM: Experience of developing project management framework and previous project implementation experience.</p>	D
Initiative and Problem Solving	<p>RDM: Experience using initiative to initiate and implement change to policy, procedure and/or service provision.</p> <p>GAM: Ability to work largely without supervision</p> <p>RDA: Demonstrable competence with respect to problem solving and initiative.</p>	<p>E</p> <p>E</p> <p>E</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.