**Faculty of Humanities**

**School of** Click here to enter text.

**Director of Research**

**Overall purpose:**

# The Director of Research is responsible, on behalf of the Head of School, for providing direction and cohesion in the development of the School’s research strategy, ensuring synergy, prioritisation and sustainability. The Director will play a key role in the School’s leadership team, promoting coordinated strategic academic development across all areas of activity.

The post holder will be the School lead in this area and, as a member of the School Management Team (SMT), will work with other members and the Faculty’s Vice Dean for Research to deliver the School’s contribution to this agenda.

The post holder will interact extensively with other SMT members, including Heads of Division/Department and Directors of other School Functions.

 **Responsible to**: Head of School with secondary “dotted line” professional accountability to the Faculty’s Vice Dean for Research.

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# The post holder will be expected to work in accordance with the University’s policies, procedures and values, promoting academic excellence through integrity, inclusiveness, professionalism and community.

**Key Duties and Responsibilities:**

Directors will work in collaboration with Faculty Research Support Services, the Vice Dean (Research) and relevant Assistant Associate Deans, as well as staff within the School.

The key duties and responsibilities of the Director of Research include the following:

* Develop and lead the a school research strategy consistent with overall Faculty and University strategies and develop associated policies;
* Provide high level advice and strategic guidance to the Head of School in all aspects of research performance;
* Ensuring effective research management within the School including Chair the School Research Committee;
* Supporting the Vice Dean (Research) and a key member of the Faculty Research Strategy Committee (HRSC) and other associated activities;
* Contribute to School management through membership of the School management team and contribute to academic leadership within the Faculty;
* Lead and coordinate all aspects of planning and development of internal and external research assessment exercises (e.g. preparations for the Research Excellence Framework and Research Profiling Exercise);
* Working closely with the School Research Support Manager (RSM) and research support team to ensure that an effective and professional quality of support is provided to research staff across the School;
* Be responsible for monitoring compliance with best practice and integrity in all research and innovation matters.

**Person Specification**

 The post holder must possess the following experience, skills, knowledge and qualities:

* A successful record of undertaking academic administrative roles at School level;
* Proven academic leadership and management skills or the demonstrable potential and willingness to develop them;
* The ability to represent the School in an effective manner at Faculty level fora;
* Expertise and academic credibility and influence (externally and internally); experience of national research assessment preparations and in securing external research funding;
* Ability to give professional support and direction to others; seek, review and apply best practice from elsewhere;
* Personal effectiveness/self-management: time, pressure, flexibility, adaptability, commitment to own development;
* Leadership and vision: ability to secure commitment to vision; initiate and manage change;; to accept responsibility; integrity and fairness;
* Strategic thinking and planning: defining and articulating strategy, priorities and imperatives; understand strengths, weakness, opportunities, threats; long-term thinking; develop achievable plans; take decisions on time, even in uncertain circumstances;
* Ability to work with others: ability to develop staff; establish and communicate clear standards and expectations; delegate effectively and appropriately;
* Commitment to diversity: demonstrate an understanding of the diverse nature of the University’s community and a willingness to work with staff, students and visitors from a wide range of backgrounds.
* Communication and interpersonal: ability to negotiate, listen; effective oral and written communication, presentation and media skills; ability to network act as an advocate; promote and maintain relationships.