Research and Enterprise Manager

Full Time
Permanent
Grade 7
Walton Hall, Milton Keynes

The role

Working closely with the Senior Manager, Research and Enterprise and Business Development / Laboratory Manager to support academic and academic related staff in KMi in the successful bidding for and delivery of a portfolio of research and enterprise projects.

The main purpose of the role is to provide ongoing research management across a portfolio of projects. Whilst this portfolio is fluid in nature, there is an ongoing business need for the acquisition and interpretation of project related guidance and governance regulations. This interpretation is used to provide operational management across a range of project funder rules and to ensure that projects are compliant with the funder and OU in their financial and narrative reporting.

The role holder will also provide an administrative service to KMi's Executive Team, academics and researchers and undertake other responsibilities in the Unit as directed.

The portfolio of activity in the last 12 months has included EU Horizon Europe and EU H2020 funded projects, UKRI funded projects, JISC funded projects, Springer Verlag funded projects and most recently, UfI funded projects. The portfolio continues to change and the role holder is expected to continue the provision of project management services to both existing and new funder regulations.

Key responsibilities

New Projects / Business Development

- Providing support to academic staff in the preparation of bids for external research and enterprise funding, and co-ordinating their approval through the University's internal processes.

    a) Identifying and communicating relevant funding opportunities to researchers in the Faculty;
    b) Advising on funder eligibility criteria, terms and conditions, and submission procedures; and University and Faculty approval processes prior to submission;
    c) Managing the preparation of proposal budgets including costing and pricing within funder and University requirements, and advising on appropriate project cost recovery;
    d) Contributing to development of proposal drafts to address funder evaluation criteria: providing comments on draft versions and suggesting improvements where appropriate;
    e) Ensuring intellectual property aspects are considered and addressed appropriately at bid stage;
    f) Ensuring compliance with all other regulations (e.g. ethical, equal opportunities), of both the University and funding bodies.

- To develop the effectiveness of existing industrial partnerships, identifying and facilitating long term strategic research collaboration

Project Management

- Work with the project lead to coordinate the project delivery teams and engage with external project partners and project beneficiaries to ensure a high degree of support and contract compliance.
- Responsible for supporting the creation and operation of mechanisms for managing the oversight of project support and interventions with project partners and beneficiaries
- Full responsibility for the accurate and timely delivery of project reports, including the management of OU and delivery partner timesheets and declarations of activities in accordance with the reporting rules and mechanisms of the funder. You will collate and present management information and reports to funders, including financial information, targets and other related information.
- Apply appropriate tools for effective project management e.g. Gantt charts, Work Breakdown Structures, Risk Analysis, Critical Path Analyses, etc.
- Plan work to be undertaken, prepare and maintain project schedules, allocate resources (staff, subcontractors, consultants, equipment) to ensure project milestones are achieved on schedule and within budget and take appropriate corrective action as necessary
- Chair regular project technical and progress meetings
- Full responsibility of the communications activity of the projects and management of social media channels and events management.
- Line management of any project administration staff employed to support any of the projects in your portfolio.

Financial Management

- Develop comprehensive financial models and costings for project proposals and bids, on scales from a few £K to several £M
- Negotiate with project sponsors the project price in relation to the service to be delivered
- Negotiate and specify the placement of contracts with external suppliers and contractors
- Monitor progress and performance on contracts, and take corrective action as necessary to ensure that OU obtains value for money
- Oversee the preparation of financial reports for project sponsors

Communications

- Be a primary point of contact for internal and external customers and stakeholders
- Represent the project team and consortium by participating in and presenting at national and international meetings, workshops and reviews
- Inform and lobby relevant parties to facilitate funding opportunities

Other Duties

- Provide support to the KMi Senior Manager, Research and Enterprise for finance forecasting and budget management
- Organise and coordinate seminars, workshops, conferences and ad-hoc research events
- As budget holder, to liaise with the Principal Investigator(s) of external grants to provide quarterly forecasts for projects and for PI portfolios of projects and other reports as required

- Provide support to the Senior Manager, Research and Enterprise (and the Business Development / Laboratory Manager) for administration services, finance forecasting/monitoring, resource planning timesheet recording & AMS bid costing
- To provide cover for the other KMi Professional Services team members as appropriate in their absence and deputise for Senior Managers as required.
- Participate in and provide input to University and Faculty committees, groups and projects as required.
- To undertake any other duties which may reasonably be required

Person Specification on next page

Person Specification

Essential

- Degree/NVQ 4 or equivalent
- Substantial experience of working within a senior administrative role related to research or knowledge exchange
- Able to demonstrate professional knowledge and to give advice and guidance to internal and external stakeholders
- Experience of engaging with complex processes and procedures
- Ability to communicate conceptually detailed and complex information effectively and professionally with a wide range of people
- Evidence of ability to explore customers' needs and adapt the service accordingly to ensure a quality service is delivered
- Proven ability to develop networks in order to contribute to long term developments
- Evidence of ability to interpret and operate in accordance with process guidelines to undertake and deliver specific project tasks,.
- Evidence of ability to solve expansive problems using initiative and creativity; identify and propose both practical and innovative solutions
- Evidence of ability to work unsupervised.

Desirable

- Experience of working in a HE environment, preferably in a STEM discipline
- Experience of multiple grant funding bodies and complex consortia based projects
- Experience of report-writing or preparing committee papers.

All Staff are expected to:

1. Co-operate with the Open University in ensuring as far as is necessary, that Statutory Requirements, Codes of Practice, University Policies and Departmental Health and Safety arrangements are complied with.
2. Have a strong commitment to the principles and practice of equality and diversity.
3. Attend appropriate staff development events.

About the Unit

KMi

The **Knowledge Media Institute** (KMi) is a multidisciplinary corporate R&D lab for the Open University, committed to world class research activity at the forefront of data science and new media technology. KMi has extensive experience in data and web science and has, for almost 25 years, deployed research results to address real world scenarios that have led to innovation in education and commercial settings. KMi currently consists of around 80 researchers, has published more than 1000 scientific papers since its creation, and has been involved in over 100 EU and national projects, including FP7 ROBUST, EPSRC ReelLives, MK:Smart, and many others. The research conducted in the context of these projects covers a diverse set of analysis for online communities, personal need and event detection, and monitoring and predicting behaviour based on large data sets.

Faculty of Science, Technology, Engineering & Mathematics

The Faculty of Science, Technology, Engineering and Mathematics (STEM) is comprised:

- School of Computing & Communications
- School of Environment, Earth & Ecosystem Sciences
- School of Engineering & Innovation
- School of Life, Health & Chemical Sciences
- School of Mathematics & Statistics
- School of Physical Sciences
- Knowledge Media Institute
- Deanery including teams supporting Curriculum, Research and Enterprise, Laboratory Infrastructure and Faculty Administration

"We aspire to be world leaders in inclusive, innovative and high impact STEM teaching and research, equipping learners, employers and society with the capabilities to meet tomorrow's challenges"

The Faculty of STEM consists of 2500 staff including 1,800 Associate Lecturers. The Faculty delivers over 185 modules across undergraduate and postgraduate curriculum, supporting nearly 19,000 students (full time equivalents) which is 29% of the OU total.

The Faculty generates more research income (circa £17M) than any other Faculty in the University, supported by a comprehensive laboratory infrastructure.

We are proud of our distinctive values and capabilities underpinning our aspiration:

We are inclusive:
- We transform people's lives, ensuring STEM education is openly accessible to many thousands of students from diverse backgrounds – our students express high satisfaction with their study experience.
- We engage the public in exciting citizen science and engineering, including through free open educational resources, multi-platform broadcasting, outreach to inspire the next generation and with programmes to encourage more women into STEM.

We are highly innovative:
- We are at the forefront of innovative developments in teaching practical science and engineering at a distance, through simulated and remote access laboratories and practical experimentation.
- Our high quality teaching and curriculum are informed by world-leading research, strong links with professional bodies and communities of practitioners, as well as by scholarship focused on continuously improving our STEM pedagogy.

We deliver significant social and economic impact:
- We provide STEM higher education at a scale and reach unsurpassed in the UK, with a sizeable international reach and further growth potential.
- We inject transferable STEM skills and knowledge direct into the workplace for immediate employee and employer benefit, as students combine study while working.
- The employability value of our courses is underpinned by accreditation from leading STEM Professional Bodies and Learned Societies, as well as partnerships and sponsorship with leading employers.
- Our high quality, applied and academically relevant teaching and research addresses real-world issues, delivering impact for industry and society, including addressing pressing STEM skill-shortages across the UK.