# **Job Description –** Research & Enterprise Manager (Impact)

**About the Role**

We are looking for a highly motivated Research & Enterprise Manager to join our dynamic, friendly and supportive Research, Enterprise and Scholarship Team in the Faculty of Business and Law (FBL).

You will support bids from the Faculty of Business and Law, with a focus on supporting our team of Policing researchers.

As part of a team dedicated to driving research excellence and innovation, you will manage the faculty’s income generation activity by proactively searching for and disseminating funding opportunities and providing expert advice and assistance in funding, bid support and management.

You will also be responsible for supporting the development of research impact for REF 2029 and beyond, as well as assisting academics in successfully integrating impact into their projects.

**Key Responsibilities**

1. To develop and maintain familiarity with the faculty’s research, enterprise, teaching and scholarship activity; to identify and manage opportunities for income generation and partnerships and to act as a key point of contact for specific faculty areas, such as policing, in relation to bidding support;
2. To pre award manage research, enterprise, teaching and scholarship proposals to improve quality of bids, including advising on eligibility criteria and funders’ terms, procedures and policies, pricing and costings, obtaining approvals and liaising with internal and external partners and funders as appropriate;
3. To support the post-award management and administration of internal and external research grants, liaising with grant holders, partners and other university departments to ensure funders’ conditions, rules and reporting requirements are met;
4. To provide support with finance management including forecasting, monitoring, reporting on award expenditure and managing payments; support, monitor and drive continuous improvement in the systems, structures, processes and management information relevant to the post holder’s areas of responsibility;
5. To coordinate impact assessments and support development of impact case studies (REF 2029 and beyond); to collaborate with researchers to integrate impact into projects to ensure impact delivery is a key project outcome; to increase awareness and understanding of what impact means, while also highlighting its significance for both academic work and society;
6. To organise and co-ordinate seminars, workshops, conferences and ad-hoc research events;
7. To deputise for Line Manager, provide cover for the team and share knowledge and skills to extend the expertise of the team as a whole;
8. Other duties and projects appropriate to the role and grade.

**Skills and Experience**

**Essential:**

1. Educated to a degree level or equivalent experience in a relevant role
2. Excellent IT skills with sound knowledge of Microsoft office packages and ability to learn new systems and processes
3. Proven experience in research bidding and managing research projects
4. Prior experience in a university setting, with a strong understanding of the academic environment and research funding mechanisms and systems
5. Awareness of the HE funding environment, the Research Excellence Framework and the ‘Impact Agenda’
6. Proactive service driven approach, with the ability to manage key internal and external stakeholder relationships and reflect on stakeholder feedback
7. Previous experience of setting and managing research related budgets
8. Ability to work collaboratively and contribute to effective team working
9. Excellent interpersonal and negotiating skills, with the ability to influence others over whom there is no formal authority
10. Excellent communication skills, written and oral with the ability to effectively present information
11. Proven analytical skills and the ability to interpret, advise on, and adhere to policy and procedures, excellent attention to detail
12. Ability to work well under pressure, manage multiple projects and deadlines, and adapt to changing priorities

**Desirable:**

1. A post-graduate degree

If you would like further details about the role before making an application, then please email your query through to [careers@open.ac.uk](mailto:careers@open.ac.uk) quoting the reference number **485** and job title.

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