Appendix 2

Director of Research Institute Job Description

1. Introduction

The Director of Research Institute reports to the Head of College and is a key member of the College Management Group (CMG). The postholder will ensure the strategic development of the Institute and the achievement of its objectives, and will contribute to the success of the College and the University.

2. Purpose

- Champion the provision of high quality teaching, research and scholarly activities within the Institute ensuring a stimulating, collegial and well-managed environment. The postholder will work in partnership with an Institute Executive.
- Contribute to the delivery of the College's strategy including promoting excellence in the Institute's contribution to the University's Research & Knowledge Exchange, Learning & Teaching and Internationalisation strategies.
- Responsible for the effective and efficient use of allocated Institute resources to maximise the Institute's contribution to the College's and University's strategy.
- Responsible for the career development and performance management of academic staff within the Institute, and ensuring alignment with the University's Strategic Plan.
- Accountable for the effective governance and management of the Institute including, adherence to academic, research and administrative principles.
- Act as an Ambassador for the Institute and College raising its profile externally including internationally and embodying good practice.
- Accountable for ensuring the overall delivery of the student experience.
3. **Main Duties & Responsibilities**

- Provide academic leadership to the Institute, embracing the range of disciplines represented, by providing a coherent vision for research and postgraduate training.
- Actively develop the Institute’s international academic profile and enhance its international recruitment and partnership development in line with the University’s Internationalisation strategy.
- Develop the Institute’s strategies and associated financial and operational plans in partnership with its staff and the Head of College; allocate Institute resources accordingly, with clear objectives, targets and associated measurements.
- Identify, promote and contribute resources to developing the Institute’s strengths and managing its portfolio. This will include identifying and supporting opportunities for research and postgraduate teaching programme developments internally, externally and internationally, both within existing funding streams, and where possible, through multi-disciplinary collaboration across and beyond the University.
- Achieve income generation targets from research funding agencies and ensure that the Institute capitalises upon funding initiatives from UK and international sources in furtherance of its programmes.
- Support and promote knowledge transfer between the University and non-academic users of research through appropriate mechanisms.
- Ensure that the Institute’s International Advisory Board (IAB) meets and receives regular reports on progress and that the advice of the IAB is taken into account in formulating the Institute’s future plans;
- Ensure that the Institute and its members comply with University policies on research quality and conduct and the requirements of all relevant regulatory bodies.
- Ensure close links are maintained with the relevant professional, statutory and regulatory bodies and that the Institute contributes to required quality, accreditation training and development needs of the professions are met.
- Attract, lead and retain staff to achieve academic excellence, supported by Performance and Development Review processes, and contribute to the successful development of the Institute and the College.
- Responsible for effective communication and full staff engagement including awareness and application of University policies and procedures.
- Forge and maintain external relations essential to the Institute's business, promoting the University to external bodies and organisations and enhancing its reputation, profile and influence in Scottish, UK and international forums.
- Formulate and implement local aspects of the Learning and Teaching strategy which enhance the quality of the provision, ensuring full engagement of students and that the quality assurance of all provision is carried out in line with University policies.
- Deputise for the Vice Principal and Head of College as required.
4. Knowledge, Qualifications & Skills

Qualifications

• Academic – Level 10 (Professor, including Clinical)
• PhD or demonstrable evidence of equivalent training and experience

Skills and Experience

• Extensive research experience; with several years experience in a senior academic leadership role
• Successful and sustained leadership that is evidenced internationally.
• Successful track record of academic leadership and team building
• Experienced in cross disciplinary research initiatives and collaboration
• Well developed understanding of the priorities, operation and strategy of relevant funding bodies as evidenced by a track record of funded research.
• Successful and sustained record of winning high levels of research income
• Proven experience of managing staff and their performance.
• History of successful training and development of early career researchers, including PhD students.
• Demonstrable track record in strategic and operational management and planning
• Experience of financial planning and resource allocation,
• Experience of leading and successfully initiating and implementing change

Special Factors

• Ability to identify, create and articulate a coherent academic vision for the Research Institute.
• Ability to deliver successful outcomes from large scale, long term thematic research.
• Ability to combine and integrate the skills and expertise of highly motivated staff into multi disciplinary teams, developing and building upon existing collaborations as well as creating/facilitating new opportunities.
• Ability to engage a range of internal and external stakeholders to collaborate in identifying problems and appropriate solutions, within agreed timetables and budgets.
• Ability to manage resources to ensure that the Research Institute is self sustaining from income generated from research funders and other sources including teaching and research student supervision
• Experienced in encouraging and supporting entrepreneurial activity
• A thorough awareness of research ethics issues.
• Effective monitoring and decision making skills to implement corrective action if a research activity is in difficulty.
• Fellowship of a subject specific society and international visiting appointment at a leading (top 200 global or top 3 in a specific country) international university.