

Candidate Brief

Research and Innovation Services
Economic Development Senior Manager

October 2022





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Thank you for your interest in joining my colleagues in Research and Innovation Services (RIS) at Durham University.

RIS provides a central professional support role to the whole University community, supporting and enabling the delivery of world-leading research and knowledge exchange. Members of RIS engage in, drive forward and shape a broad mix of activities from research development through to partnerships engagement and research operations. Supported by our new Vice-Chancellor, Prof. Karen O'Brien, RIS is undergoing an exciting period of growth and embarking on a wide variety of new projects and areas of operation across the University which require additional capabilities and expertise.

You will find that the RIS community is supportive, collaborative and welcoming and when you join us you will have access to excellent professional development support, mentoring and sector-leading terms and conditions of employment.

We will be advertising a number of different roles over the academic year so please keep an eye on social media and the University recruitment web pages if this particular role doesn't meet your career goals. Equally please get in touch via ris.support@durham.ac.uk if you would like an informal discussion about your ambitions and skills and how they may meet our needs.

I am looking forward to welcoming new, ambitious, and enthusiastic colleagues to the RIS team over the next 12 months. Will you be one of them? ”

Professor Colin Bain

Pro-Vice-Chancellor (Research)

About Durham University



Inspiring the extraordinary

We are a high-performing Russell Group university, and believe that inspiring our staff and students to do outstanding things at Durham enables them to do outstanding things in the world.

We conduct boundary breaking research which improves lives across the world. We challenge our students and value a wider student experience that fosters participation and leadership at Durham and beyond. Our global alumni network - showing leadership in all forms of industry and human endeavour - is deeply committed to the University's advancement.

As we continue to grow, we attract students and staff from a diversity of geographies and backgrounds to our historic part of the world. We contribute to the success of the proud city, county and community that is Durham itself.

Our core values

We are:



Inspiring

By stimulating an instinct to challenge, encouraging innovative thinking and taking our responsibilities seriously, we foster a culture that inspires the extraordinary.



Challenging

Always curious, we challenge ourselves and each other to answer the big questions and create a positive impact in the world.



Innovative

From creative teaching practices and cutting-edge research to new ways of working, innovation is at the heart of what we do.



Responsible

We take our duties as a centre of learning, neighbour and employer seriously, embracing all of our different communities and celebrating the differences that make us stronger together.



Enabling

We create the opportunities, support and freedom for everyone at Durham to become the best they can be now, and in the future.

Key numbers

<p>82nd in the QS World University Rankings 2022</p>	<p>17 Athena Swan awards</p>	<p>87% of graduates find work or further study within six months of graduating</p>
<p>6th in Complete University Guide 2022</p>		<p>Over 20,000 students</p>
<p>6th in the Times and Sunday Times Good University Guide 2022</p>		
<p>5th in The Guardian 2022</p>		
<p>Over 185,000 alumni Top University for team sports 7 years running</p>	<p>TEF UK Gold award</p>	<p>£79m in research funding Nearly £400m income</p>
<p>33% non-UK students</p>	<p>Over 4,300 staff members Recipient of the Queen's Award for Voluntary Service</p>	

Working in RIS

Research and Innovation Services (RIS) is a professional services directorate at the heart of Durham University. We provide expertise and support to academics and colleagues across the university for all research, research-related and knowledge exchange activities.

Our people are our most important asset. Our success is tied to being able to attract, retain and develop outstanding staff from all backgrounds and identities.

We offer an excellent employment package with generous terms and conditions and we are committed to the training and development of our team. Hybrid and flexible working arrangements are available as well as generous leave, and opportunities for volunteering and professional development.

Our vision

To facilitate world-leading research and knowledge exchange through a high-performing, high-quality service.

We're growing

With the arrival of our new Vice-Chancellor, we are embarking on a period of significant change, building on existing areas of expertise and developing new areas of delivery.

We are undertaking recruitment in key strategic areas in support of our institutional growth ambitions. Our priorities are strategically and operationally aligned with the University Strategy with a focus on:

- Increasing external research funding
- Enhancing global reputation
- Regional engagement and impact
- Research culture development

Delivering research excellence

We play a pivotal role in supporting research and research-related activities including research development, securing funding, ensuring good research practice and supporting the professional development of researchers. Over 90% of our research is classed as world-leading or internationally excellent (REF 2021).

Engaging with industry

We actively partner with regional, national and international organisations making connections to academic expertise, student and graduate talent to support organisations and ensure we deliver real-world impact from the research we undertake.

Supporting the region

We play a key role in supporting the region to succeed and we are working alongside other civic partners to ensure we maximise the positive impact we have and looking for new innovative solutions to delivery. Our portfolio of industrial partnerships is expanding along with the opportunity for us to support growth and the economy locally.

Our culture

We are committed to creating a welcoming and inclusive environment where our people feel supported and valued, enabling them to not only succeed, but thrive.

RIS offers a positive, supportive, and constructive working environment. We value the opinions and expertise of our teams, actively seeking input to help shape departmental activities to ensure everyone can deliver to the best of their abilities.

Working in RIS you will get the chance to fully understand and contribute to how our University impacts civic society locally, nationally and globally whilst developing and enhancing your career.

We aspire to bring together enthusiastic, committed people, who are motivated to drive a step-change in research and knowledge exchange performance.

We hope to welcome you to RIS soon.



Useful links

1. University Strategy 2017-2027 - Durham University
2. Pay and Wider Benefits - Durham University

Economic Development Senior Manager

The role

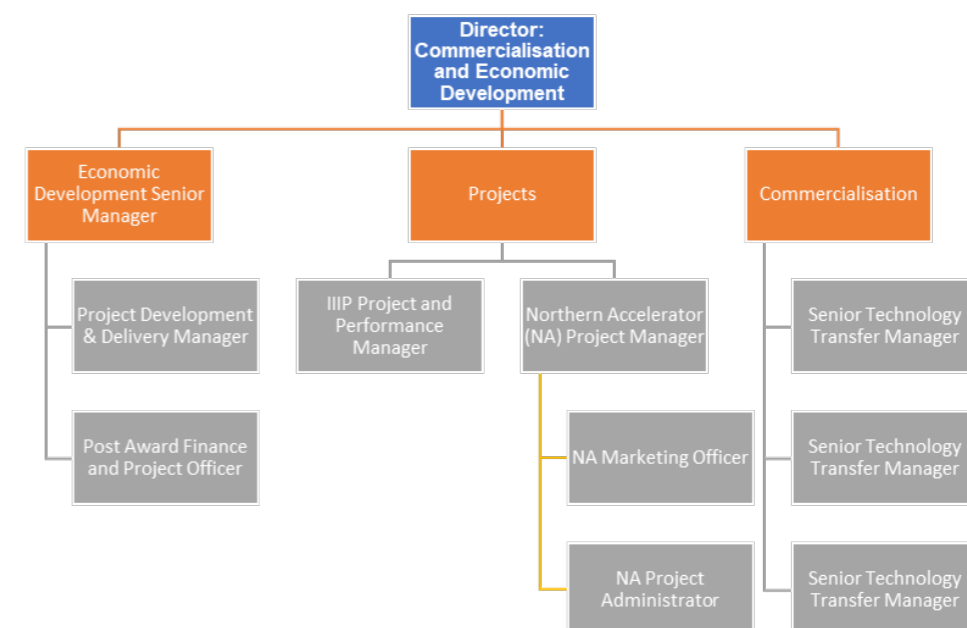
The Economic Development Senior Manager is a management position within the University's Research and Innovation Services Directorate. The post will report to the Director of Commercialisation and Economic Development and will work closely with colleagues across the directorate as well as senior colleagues in faculties, academic departments and professional support services.

Durham University is a significant and growing driver of economic growth for County Durham, the North East and the UK. A recent external evaluation concluded that in 2020/21, Durham University generated £1.9 billion Gross Valued Added (GVA) and 17,320 jobs in the UK including £668 million GVA and 10,790 jobs in the North East. The University Strategy sets out to deliver still greater impact and to play a key role as an "Anchor Institution" in the translation of emerging technologies, influencing government policy and enhancing commercialisation opportunities.

The Economic Development team provides a central service for the targeted support for major economic development projects (including capital investment projects) and strategic relationships that deliver intellectual and financial returns to Durham University from economic development programmes. This will be supported from a range of sources, including national and local government. The Economic Development Senior Manager will play a key role in the development and delivery of projects and oversight of relationships.

The Economic Development Senior manager will also support the development of staff and be responsible for a continuous improvement of service delivery and processes.

Organisation chart



Specific role responsibilities

- Maintain a good understanding of the overall economic development funding landscape including current and future programmes.
- Cultivate links and act as a key point of contact with Local Enterprise Partnerships, Councils, NE Universities, Research England, BEIS, DLUHC and other relevant bodies to facilitate intelligence gathering, information flow and to enhance the University's profile as a key deliverer of services to the regional economy.
- Promote interest and understanding of economic development funding within the University.
- Be proactive in the identification of opportunities that could support the objectives of the University Strategy, of academic departments and of externally facing units and subsidiaries of the University.
- Take specific responsibility for the support and development of project ideas to the point of submission by the identified project lead. Where appropriate, take ownership within the team of project leadership.
- Develop and operate a systematic approach to the presentation and assessment of project ideas by the relevant funder.
- Oversee the development and standardisation of systems and processes for project approvals and financial management in line with funder and University policies and sector best practice.
- Take overall responsibility for the process whereby all economic development funding proposals are approved within the University.
- Lead and co-ordinate new initiatives designed to improve service and success rates.
- Act as a first point of contact (and expert/trouble-shooter) when issues arise with service delivery by staff and with individual proposals and projects.
- Supervise Economic Development Team members, including responsibility for induction and development, work output, performance and distribution of workloads, ensuring that staff adhere to funder and University deadlines, deliverables and regulations throughout all stages.
- Work with other support areas to ensure that procurement and finance regulations are maintained and updated as necessary.
- Identify any generic issues and work with the Director to resolve them and continually enhance the University's approach.
- Organise forums for relevant University staff.

- Undertake relevant CPD to maintain/develop good understanding of the issues and practicalities of economic development funding.

Core responsibilities

- Provide expert professional subject, managerial and leadership expertise.
- Manage and develop service, infrastructure and people performance across the Economic Development teams.
- Provide feedback on team and individual performance and identify development needs, conducting regular staff ADR and performance reviews.
- Recruit, induct, train and develop new team members.
- Help to shape the skills and expertise of future team members and design work structures to meet operational and strategic goals.
- Handle the vast majority of HR issues within a team, referring more complex HR issues to appropriate support services/senior management.
- Liaise and engage with key stakeholders and internal and external contractors to influence opinion, delivery and reputation of services.
- Contribute to the scoping and resource planning across a range of activities at operational and possibly strategic level.
- Lead on the design, implementation and monitoring of policy and quality standards, procedures and systems to ensure effective working and continuous improvement.
- Promote and develop a deep understanding of organisational policy and external developments.
- Devolve responsibilities to team members to ensure continuity of service provision and encourage skills development.
- Ensure all activities, processes and transactions are accounted for accurately and promptly to meet regulatory and professional service and policy standards.
- Ensure all stakeholder-facing staff provide an accessible, friendly and professional service by shaping processes for inducting and developing staff.
- Implement processes to manage the integrity and security of all commercially and professionally sensitive and personal data.

Core responsibilities continued

- Lead internal business meetings, working groups and sub-committees at operational service level to influence governance, organisational policy and standards for the service.
- Responsible for allocating and monitoring financial budgets and resources.
- Analyse stakeholder feedback, implementing and reviewing service provision
- Deliver professional expertise with investigative and service methodologies, make recommendations and identify priorities to achieve business outcomes and objectives.
- Maintain an oversight of the service and performance metrics to provide reports for higher-level managers and committees.
- Represent the service and University at promotional events and contribute to the delivery of presentations at conferences.

Role responsibilities

- Manage quality and regulatory audit process for staff services over-arching systems and procedures.
- Work with team members and stakeholders to build and maintain excellent working relationships.
- Provide professional guidance to stakeholders regarding welfare, employment and wellbeing.
- Produce communications for promotion and reporting purposes, designing and structuring information and fact, applying creative and innovative principles to influence and engage.



Person specification – skills, knowledge, qualifications and experience required

Essential criteria

- Excellent oral and written communication skills and the ability to develop effective working relationships, both internally and externally.
- Educated to degree level (or equivalent experience).
- Professional practitioner with significant recent experience of administering economic development funding, good knowledge of European Structural and Investment Fund policies, procedures and mechanisms (especially European Regional Development Fund and/or European Social Fund) as relevant to research and higher education and good knowledge of Levelling Up priorities and the emerging UK Shared Prosperity Fund
- Knowledge and experience of ensuring compliance with regulatory and organisational and funding policy and guidelines.
- Experience of providing specialist advice and guidance to a range of customers and colleagues, including more senior colleagues.
- Experience of being able to network effectively and develop strong and productive working relationships, to influence perceptions of the University.
- Track record of management and development experience and/or an enhanced management qualification applied across a large service team or teams.
- Experience of developing/ implementing new processes/procedures and ensuring that they align with broader strategy
- Experience of co-ordinating and developing complex applications for external funding.

Desirable criteria

- A specific project or programme management qualification (e.g. PRINCE 2 or Managing Successful Programmes)
- In depth knowledge of UK-based economic development programmes
- Significant recent experience of winning and administering Economic Development funding
- Experience of both pre and post award processes for economic development funding
- Experience of working in a relevant role in a University

About your application

Recruitment process

Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic and senior posts in the University. We are committed to equality: if for any reason you have taken a career break or periods of leave that may have impacted on your career path, such as maternity, adoption or parental leave, you may wish to disclose this in your application.

Durham University's Athena Swan institutional award recognises and celebrates good practice in recruiting and supporting the development of women. We have signed up to the Race Equality Charter, a national framework for improving the representation, progression and success of minority ethnic staff and students within higher education. We are also a Disability Confident employer.

How to apply

To progress to the assessment stage, candidates must evidence each of the essential criteria required for the role in the person specification above. It will be at the discretion of the recruiting panel as to whether they will also consider any desirable criteria, but we would urge candidates to provide evidence for all criteria. Please don't forget to check if there is any weighted criteria (see above).

While some criteria will be considered at the shortlisting stage, other criteria may be considered later in the assessment process, such as questions at interview.

We will only accept applications online via our **E-Recruitment System**.

Please note that in submitting your application, you will be allowing us to process your data. We would ask you to consider the relevant University Privacy Statement durham.ac.uk/ig/dp/privacy/pnjobapplicants which provides information on the collation, storing and use of data.

Information if you have a disability

The University welcomes applications from disabled people. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to support the interview process wherever it is reasonable to do so and, where successful, adjustments will be made to support people within their role.

If you are unable to complete your application via our recruitment system, please get in touch with us on e.recruitment@durham.ac.uk.



Start something big



What you are required to submit

- A CV
- A supporting statement which outlines how you meet all of the essential criteria within the Person Specification (above).

Contact details

For a chat about the role or any further information please contact tim.hammond@durham.ac.uk



Inspiring the extraordinary

“Working in RIS allows me the opportunity to support a diverse range of research projects that collectively have the potential to positively impact local communities, society and even the health of our planet.”

Jamie

“When I first joined the University and indeed RIS, I did not appreciate the depth and breadth of activity I would get involved in. Over the years I’ve done so much, ranging from implementing new IT systems to taking part in volunteering and cleaning some beautiful beaches in County Durham. Variety is key and that’s why I love my workplace: the opportunities for learning something new, challenging myself professionally and working with some of the ‘best in business’ most certainly have been and continue to be big motivating factors for me.”

Leena

“I love my role in RIS! It’s great to work centrally across the whole University. I get to work with so many different people from all different parts of the University and get involved in so many varied and interesting pieces of work, no day is ever the same!”

Michelle

“Working in RIS allows you to bridge the gap between world-leading University expertise and the ‘real world’. It’s great to play a role in societal and economic improvements in the region and further afield.”

Helen

