University of Nottingham
UK | CHINA | MALAYSIA

Role profile

Job Title	Director of Research and Knowledge Exchange
School/Department	Research and Knowledge Exchange Office
Job Level	UNNC Scale B Level 6/7
Job Family	Administrative, Professional and Managerial
Contract Status	Full-time.
Location	University of Nottingham Ningbo China
Hours of Work	Regular working hours
Responsible to	Vice Provost for Research and Knowledge Exchange

Purpose of role

Reporting to the Vice Provost for Research and Knowledge Exchange, the Director will provide strategic professional services leadership and operational management of the University's integrated RKE service. The role translates agreed strategy into coordinated delivery plans, effective services and measurable outcomes across research development and funding, research information, researcher development, knowledge exchange, commercialisation and incubation.

The Director will lead the RKE Office through its two specialist Deputy Directors, with responsibility for workforce planning, budgets, service standards, operational risk and continuous improvement. Working with faculties, research leaders and professional services, the Director will establish clear responsibilities and effective coordination across the research-to-impact lifecycle.

The Director will ensure effective professional support for the Research Innovation Institute (RII) and research centres, operational coordination of the Researcher Academy, and delivery of the University's agreed RKE responsibilities for the UNNC International Science Park and Ningbo Higher Education Technology Transfer Centre. The Director will coordinate with the strategic partnership Directors reporting to the Vice Provost, who retains executive accountability for RKE strategy, institutional relationships and outcomes.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	**Integrated RKE leadership** • Lead the development and implementation of integrated RKE operational plans aligned with the University's strategic priorities.. • Lead Research, research information, Knowledge Exchange and Innovation through the two specialist Deputy Directors, establishing clear responsibilities, coordinated workflows, service standards and effective escalation across the research-to-impact lifecycle.	20
2	**People and resources** • Lead and develop the RKE Office, including its Deputy Directors and specialist teams. • Manage delegated budgets, workforce planning and resource allocation.	15

	• Strengthen professional capability and succession; and lead organisational change to deliver responsive, sustainable services.	
3	**Research development and researcher support** • Oversee support for research development, funding applications and funded projects. • Ensure effective professional support for the Research Innovation Institute (RII) and research centres, including calls, reviews and performance reporting. • Oversee RKE's operational support for the Researcher Academy, including operational coordination, budget administration within agreed allocations, monitoring and evaluation of the Researcher Academy, working with faculties, HR and the Graduate School. • Academic leadership and assessment remain with the relevant academic leaders and governance bodies.	20
4	**Knowledge exchange and innovation** • Provide overall leadership and coordination across industry partnerships, proof-of-concept funding, intellectual property, commercialisation and incubation activities. • Oversee the delivery of the University's agreed RKE responsibilities associated with the UNNC International Science Park and Ningbo Higher Education Technology Transfer Centre. • Coordinate partner and tenant processes, due diligence, reporting and escalation with Finance, Legal, Estates and government partners, within agreed governance and delegated authority.	20
5	**Governance and performance** • Develop and implement RKE policies, controls and service improvements. Ensure clear ownership and reliable use of research information, with a shared performance dashboard. Coordinate operational assurance for research governance, ethics and risk with designated specialists. Monitor service quality, resource use and agreed outcomes, including RKE contributions to the Ningbo Action Plan, and report to the Vice Provost and relevant committees.	15
6	**Strategic partnership coordination** • Work with the Directors responsible for tri-campus and international research partnerships to connect external opportunities with funding, KE and delivery teams. • Agree responsibilities and handovers across faculties, campuses and professional services, and represent the University within delegated authority.	5
7	**Other responsibilities** • Participate in training and staff development events as trainer or trainee as appropriate. • Maintain appropriate professional development, expertise and awareness. • Undertake other tasks and responsibilities as may reasonably be required.	5

Person specification

	Essential	Desirable
Skills	• Translate strategy into coordinated plans and measurable outcomes. • Lead change, integrate services and resolve issues across organisational boundaries. • Lead specialist teams and work credibly with senior academics and external partners. • Exercise sound judgement, negotiate effectively and use data to guide decisions.	• Experience of service redesign across research and knowledge exchange functions.
Knowledge and experience	• Substantial leadership experience in research management, KE, innovation or a comparable research organisation. • Strong understanding of research funding and delivery, researcher development, knowledge exchange and impact. • Success in managing significant budgets, professional teams and operational risks. • Experience implementing effective governance, policies and performance reporting. • Ability to build productive relationships with funders, industry, government and international partners.	• Experience across both research management and KE or commercialisation. • Experience with researcher development, interdisciplinary institutes, science parks or technology transfer. • Knowledge of Chinese and UK research environments and international or cross-campus collaboration.
Qualifications, certification and training (relevant to role)	• An undergraduate's degree and/or appropriate professional qualification in a relevant field, with substantial relevant leadership experience;	• Relevant professional development in research management, innovation or leadership. • Extensive professional experience demonstrating authoritative expertise and senior management capability.
Statutory, legal or special requirements		

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.
Taking ownership	Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.
Forward thinking	Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition
Professional pride	Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.
Always inclusive	Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

