

## Job Description

**JOB TITLE:** Researcher Development Manager

**Reports to:** Head of Learning and Development

**Location:** Cambridge / hybrid

**Contract:** Full time

**Grade:** 3

**Salary:** £31k - £37k (Pro rata, as applicable)

**Hours:** 37.5 per week. Applications for flexible working are welcome

### JOB PURPOSE:

The Researcher Development Manager will play an active role in Vitae's position as a world leader for the professional development of researchers and researcher developers working in UK and international higher education. They will manage and deliver a range of researcher development related projects and programmes. They will build and support business opportunities and manage the creation and development of new and existing Vitae researcher development resources, products and services.

### MAIN RESPONSIBILITIES

- Manage and deliver a range of researcher development-related projects and contracts for external and internal clients, and our community, relating to researcher development, and researchers' careers, delivering to strategic aims and objectives and agreed targets.
- Create and develop researcher development-focused programmes, resources, products and services,
- Develop project proposals, define project tasks, manage resources, plan and schedule project timelines, track project deliverables.
- Provide and contribute to impact evaluations of Vitae programmes and projects, including data analysis and interpretation; monitoring and reporting on progress to a variety of internal and external stakeholders; and preparing draft reports.
- To support senior management where they are leading projects and programmes, deputising where needed
- To work professionally and collegially with internal and external team members to ensure effective project delivery and maximise opportunities for further business
- To undertake effective communication and proactive stakeholder engagement to build understanding and knowledge of sector needs and develop Vitae relationships, networks and business.
- To deliver presentations, facilitate workshops, and contribute to community events and training sessions as needed.
- To represent the Vitae programme and maintain professional standards and activity consistent with Vitae's development strategies
- Support the development of external funding bids, including contributing ideas for approaches and methodologies, potential partners, and outputs.

## PERSON SPECIFICATION AND EXPERIENCE

### Knowledge and Experience

#### Essential:

- Experience of working with universities in the UK and/or internationally in relation to professional development
- Excellent project management skills with track record of successful delivery of projects and proven ability to deliver multiple projects simultaneously
- Experience of developing professional development resources, products and services, Experience of designing and/or delivering learning and development activity (including facilitating workshops and/or coaching)

#### Desirable:

- Understanding and/or experience of researcher development is highly desirable
- Experience of institutional/organisational development and/or capacity strengthening

### Skills & Attributes

- Excellent project leadership and management skills
- Ability to work diplomatically and effectively with external UK and international clients and stakeholders
- Excellent written communication skills
- Excellent oral communication skills, including experience of contributing to large meetings, public speaking, and delivering face to face and online presentations and workshops
- Appropriate IT skills
- Confidence and credibility to build trust and respect with internal and external stakeholders
- Demonstrable commitment to the concept of a learning organisation, including to own personal development
- Ability and willingness to travel and work flexible hours when needed
- Ability to work autonomously and proactively within agreed framework,
- Ability to work proactively in a collaborative environment to deliver goals