

Job Description

JOB TITLE: Researcher Development Manager (Ref 1965)

Reports to: Head of Learning and Professional Development

Location: Cambridge/home working

Contract: Full time Permanent

Grade: 3

Salary: £28k - £32k (Pro rata, as applicable)

Hours: 37.5 per week. Applications for flexible working will be considered

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 projects and programmes including higher education development and professional development training. They will build and support business opportunities and manage the creation and development of new and existing Vitae resources, products and services, including digital.

MAIN RESPONSIBILITIES

- To undertake the development of new business to extend the visibility and reach of Vitae in the UK and internationally, delivering to strategic aims and objectives and agreed targets.
- To create and develop programmes, resources, products and services, including in-print and digital.
- To manage and deliver a broad range of researcher development projects, products and services to clients in the UK and internationally.
- Specifically, to develop project proposals, define project tasks, manage resources, plan and schedule project timelines, track project deliverables.
- To provide and contribute to project impact evaluations, including data analysis and interpretation; monitoring and reporting on progress to a variety of internal and external stakeholders; and preparing draft reports.
- To apply and develop knowledge and experience of Universities/Higher Education Institutions (HEIs) to facilitate successful delivery of responsibilities of role.
- To support senior management where they are leading projects and programmes
- 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 and participate in community events and training sessions as needed.
- To represent the Vitae programme and maintain professional standards and activity consistent with Vitae's development strategies
- This role is being recruited to support a new strategic direction for the organisation; therefore, the priorities of the role may change as the strategy is implemented.

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
- Track record of successful delivery of projects and proven ability to deliver multiple projects simultaneously
- Strong experience and understanding of a variety of different media
- Experience of developing resources, products and services, including in-print and digital

Desirable:

- Experience of researcher development
- Experience of institutional/organisational development and/or capacity building

Skills:

- Excellent project leadership and management skills
- Willingness to take responsibility for a wide variety of projects/programmes
- Focus on detail and delivery to time, budget and quality
- 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 talks and presentations
- Appropriate IT skills
- Ability and willingness to travel in UK and internationally and work flexible hours when needed
- Ability to work autonomously and proactively within agreed framework, set personal objectives and work proactively in a collaborative environment to deliver goals

Attributes

- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills to meet deadlines
- Ability to lead and work as part of a team
- Excellent interpersonal and communication skills, both written and oral
- 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