



**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Research Information & Systems Manager				
DEPARTMENT	Research & Enterprise				
LOCATION	Brayford Campus				
JOB NUMBER	EL1047	GRADE	7	DATE	February 2018
REPORTS TO	Research Environment Manager				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:

- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

This position is an integral part of our support for developing our research environment within the Research and Industrial Partnerships team, working to drive engagement with a broad range of partners from Research Councils to Government to industrial and commercial clients, resulting in increased external income generation. This post holder will focus on managing and developing our research awards management system AMS (Worktribe) for costing and pricing of research and reporting.

This post holder will focus on managing and developing our research awards management system (AMS) for costing and pricing of research and reporting as well as laying a key role in the analysis and benchmarking of our research data.

JOB PURPOSE

The post-holder will be a central contact in the Research and Industrial Partnerships team with responsibility for the ongoing management of our research awards management system (AMS) and the development and implementation of future updates of the system (working with Worktribe) as well as for the production and management of high quality research-related data for the University's leadership team. Main responsibilities include:

- the delivery of high level support and advice to members of the Research and Industrial Partnership team regarding the Awards Management System;
- Key contact in ensuring that the Awards Management System is accurately able to cost

and price proposals in line with internal regulations and external funding body requirements (e.g. Full Economic Costing).

- the co-ordination and operation of the Awards Management System across the University, promoting its use amongst academic colleagues and professional service staff;
- the delivery of reports on research activity and research income;
- responsible for ensuring the integrity and accuracy of data;
- the coordination and delivery of reports for external organisations as required (e.g. external funders, HESA returns, HEBCI returns, etc)
- the production of benchmarking reports using data from systems such as SciVal

The post holder will work closely with the Industrial Partnerships team, Finance, Planning and Business Intelligence and College Research Teams to ensure effective capture, analysis and reporting of all research data, with a particular focus on external income generation to inform strategic development.

KEY RESPONSIBILITIES

Management and development of Awards Management System

- First point of contact for any administration queries related to AMS for both professional services and the academic community.
- To lead on the continued development and management of the University's Awards Management System in line with established University policies. Examples include 1) due diligence checks on new funders (in co-ordination with Finance) and adding these to AMS, and 2) updating AMS to reflect changes to pensions, exchange rates, staff increments and inflation figures in conjunction with Finance.
- To be responsible for the due diligence and review of awarded projects and support their set up in liaison with College Post award teams, Finance, Contracts & IP Officer.
- To ensure School/College/University procedures e.g. peer review, ethics are appropriately developed and implemented within and/or run in parallel to the workflow within the awards management system.
- To provide recommendations for the specification of future upgrades to project manage the development and implementation of subsequent system upgrades, liaising with the Research & Industrial Partnerships team, College Research Support teams, ICT, HR (Payroll), Finance, Planning & Business Intelligence and system provider, Worktribe.
- To support system integration with other research data capture systems within the University e.g. research dashboard, data warehouse, Repository and REF reporting systems, TechnologyOne.

Analysis and provision of research data

- To extract complex information from the Awards Management System and other Information Management Systems and present regularly in appropriate format for senior colleagues across the institution (e.g. SLT, REEG, Research Committee, DVC Research & Innovation, Head of Research & Industrial Partnerships and Director, Research & Enterprise), in addition to dealing with periodic bespoke information requirements.
- Undertake periodic reviews of the reporting functionality of the system, providing recommendations for standard, consistent reports for University committees. This will require close working with Planning and Business Intelligence on data integration and reporting through the research dashboard.
- To take the lead on completion of the annual statutory HEBCI return and reviewing internal processes through liaising with Finance and Planning & Business Intelligence to ensure a streamlined process is in place for future returns. In conjunction with Planning & Business intelligence undertake annual benchmarking on this using Heidi Plus.
- To liaise with Planning and Business Intelligence on regular research benchmarking reporting for internal and external purposes, including those institutional level reports using SciVal.
- To liaise with College Research Teams to ensure that local research benchmarking reporting, particularly from SciVal, is produced in an accurate and consistent manner in line with institutional reporting.
- Support the development and implementation of future research data capture systems

e.g. Impact and REF and provide management and support for the University Qualtrics survey system in liaison with College leads.

To support and maintain structures and processes for monitoring data related to research outputs, environment and impact that assist in the preparation of REF (or equivalent) submissions as required.

- The post holder may also be asked to conduct data analysis from other sources such as student management systems (QLS, etc)
- To ensure effective system integration and reporting with other systems such as MyIP, repository, research dashboard

Provision of advice, training and guidance

- To provide technical advice and guidance to University staff in the development of externally funded activity for Research, Education and Consultancy, including pricing, contracting, policies etc. The provision of this support will be through a mixture of electronic information, meetings a regular series of training and development workshops for academic staff and other system user on pre-award development and systems reporting.
- To provide training and support to wider colleagues in Research & Industrial Partnerships team, College support teams and academic colleagues on AMS functionality and reporting.
- Work with the wider team to maintain up to date knowledge of relevant research policies and procedures (internal and external), undertaking CPD as required to maintain and embed this and providing expert support to colleagues
- Providing support and guidance to post-award College Support teams on budget management and project completion including reporting and audit.
- In conjunction with the wider Research & Industrial Partnerships team, provide support for academic staff in the preparation of research data management planning, engaging with academic colleagues to understand their needs and requirements related to research data management.
- To manage Awards Management System and Research Data Management policies and procedures to achieve the strategic objectives of the University Research Strategy
- In conjunction with Research Environment Manager and Research Repository & Information Officer to receive and process requests for Open Access research data as necessary, supporting the allocation of institutional block grants for open access publishing as required

Relationship Management & Networking

- To network effectively and contribute to user group discussions on future system developments and uses/implementation within other organisations to share best practice and scope for wider use/improvement.
- To act as the key external liaison for research information and systems management with key stakeholders, including industry partners and other HEIs.
- Co-ordination of freedom of information requests relating to research data.

- Taking the lead on interaction with external customers, to communicate clearly and concisely the points of development and negotiation, including visiting other organisations and attending networking meetings with collaborating partners as required.
- Working with academic staff, College research support teams and Professional Service departments to ensure an understanding of the aims of the researchers in the context of each project, and hence that the data capture systems are appropriate.
- Responsible for ensuring internal customers (Investigators, collaborators and their Head of School) are kept regularly informed of the status of project development and are appropriately involved with the process.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and dimensions of the role

The post-holder will have excellent numerical, analytical and IT skills, and the ability to build and maintain highly effective working relationships with customers and colleagues. Aptitude and motivation to develop knowledge and skills of systems, report design and project management techniques will be fundamental requirements of the role. A positive, solution-focused, self-motivated approach will contribute to the delivery of high levels of professional standards and behaviours and to the continuing delivery of excellent customer service.

The role will support the Research Environment Manager, Colleges and wider Research & Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on costing and pricing of external funding applications, the post holder will provide underpinning support to College Research Officers ensuring the Awards Management System is addressing institutional and funder requirements.

As a well-organised team player the post holder will have an understanding of financial management and data capture, working closely with Planning & Business Intelligence on provision of management information.

The role will play an integral part in the development and delivery of research support within the Research and Industrial Partnerships team, including mentoring of other colleagues, to ensure delivery of the university's income generation targets.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Head of Research & Industrial Partnerships • Research Environment Manager (Line Manager) • Research & Industrial Partnerships team • Research Development & Operations 	<ul style="list-style-type: none"> • System providers e.g. Worktribe • Worktribe user group • Funding organisations (e.g. NIHR, RCUK, Charities, GLLEP, Innovate UK etc) • Regional, national and international universities

<ul style="list-style-type: none">• Manager• Contracts & IP Officer• College and School Directors of Research• Heads of School and College• Targeted College and School staff• College Research Support teams• Careers & Employability team• Business Incubation & Growth team• Finance – particularly management accountants• Planning & Business Intelligence• Unit of Assessment Coordinators• Impact Champions	<ul style="list-style-type: none">• Business clients, including SMEs• External agencies• Relevant associations and professional bodies (e.g. Universities UK, ARMA, Praxis Unico, UKRO)
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**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Research Information & Systems Manager	JOB NUMBER	EL1047
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Graduate or equivalent experience	E	A
Postgraduate research degree or equivalent experience in research development	D	A
Experience:		
A high level of competence in the use and generation of IT and management information, including the expert ability to use Microsoft Excel to create, update, manipulate and manage workbooks and to analyse and report on data, to make decisions/provide recommendations.	E	A,I
Experience of leading on the delivery and operational management and administration of a business information system (e.g. in a super user capacity).	E	A,I
Proven technical ability/aptitude and knowledge with respect to the administration of electronic management systems with an understanding of core research management processes and procedures.	E	A,I
Experience developing, managing and implementing new systems	E	A, I
Experience of financial management systems, through to budget management and reporting	E	A, I
Experience of managing complex budgets	E	A, I
Experience of working within external compliance regulations	E	A, I
Experience in data analysis to inform strategic decision making	E	A, I
Experience in designing and delivering training and development workshops and material to a varied audience	E	A, I
Experience working in a research environment	D	A, I
Experience of working with business and professional support organisations/agencies (e.g. funders, system providers etc)	D	A, I
Experience developing stakeholder relationships at different levels	E	A, I
Skills and Knowledge:		
Technical understanding of funding programmes (e.g. ERDF, EC, RCUK, KTP etc)	D	A, I
Strong Research & Commercial Acumen	D	A, I

Excellent communication skills, written and verbal	E	A, I
Negotiation skills and an ability to influence	E	A, I
Ability to analyse complex data and information to produce management information	E	A, I
Ability to conduct financial appraisals and forecasts	E	A, I
A good knowledge of HE policies and procedures	E	A, I
A working knowledge of research data	E	A, I
Presentation skills in delivering and engaging users in training	E	A, I
Competencies and Personal Attributes:		
Ability to lead, influence and work effectively as part of a team	E	A, I
Innovative & Pro-active	E	A, I
Results driven and ability to work under pressure to tight deadlines	E	A, I
Excellent organisational and project management skills, able to prioritise workload with attention to detail	E	A, I
Projects a positive and professional image at all times	E	A, I
Adaptable and flexible within a team environment	E	A, I
Methodical and accurate	E	A, I
Business Requirements:		
Will be required to work occasional evenings and weekends	E	A, I
Able to travel between sites and partner organisations	E	A, I

Essential Requirements are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	SM\PPS	HRBA	NW
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