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Description automatically generated with medium confidence**Director of   
Research, Knowledge Exchange & Innovation  
(\*Associate Professor / Professor)**

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| Area/Department: | Research and Innovation |
| Grade: | 12 |
| Reports to: | Pro Vice-Chancellor Creative Education |
| Responsible for: | Directors of University Centres,  Gallery Curator/s,  Research and Innovation Managers/ Officers  REF, KEF  Research Degrees Lead/s |
| Works Closely internally with: | Academic and professional services colleagues, Campus Life, IDS, Facilities & Estates, Marketing & Communications, Recruitment, Quality and stakeholder across the university UEB group |
| Works Closely externally with: | Research, Knowledge Exchange, and Innovation in collaboration with civic bodies, global and local governments, non-profit organizations, and other research and KE institutions. |
| Working at this level: | The post holder is expected to demonstrate strategic leadership and vision aligned to the university priorities. They will be responsible for sustaining high-level partnerships across functions, leading large-scale initiatives and setting standards within their function with a strong focus on the future growth and sustainability. |
| Job Summary and Purpose: | This is a great opportunity to play a pivotal role in the strategic leadership, management, and development of research, knowledge exchange activities and innovation at UCA campuses in Surrey, Kent and China.  The Director of Research, Knowledge Exchange and Innovation (DRKEI) will work with the Pro Vice-Chancellor for Creative Education (PVC CE) Executive Deans of Campus Schools, and other Associate Deans and Directors, to contribute to UCA’s knowledge exchange and innovation strategy.  The successful candidate will also be responsible for the development of academic staff in the area of research, knowledge exchange and innovation and will act as an advocate for knowledge exchange activity across the university. This role is a key member of the team and is responsible for implementing the University’s research, knowledge exchange, and innovation strategy. Reporting to the PVC CE, the DRI takes responsibility for the organisation, strategic planning, and operation of many of the Research & Innovation department’s functions.  The successful candidate will need demonstrable knowledge of student and research led knowledge exchange, as well as awareness of national research knowledge exchange and creative economy agendas, including in-depth understanding of the knowledge exchange and innovation frameworks.  The Research and Innovation team supports UCA’s research, impact, and knowledge exchange strategy. This includes planning for the requirements of external assessment frameworks (such as REF and KEF), supporting and developing external research funding processes, fostering knowledge exchange and innovation, overseeing the strategic distribution of internal research funds, monitoring and evaluating research impact and knowledge exchange performance, and gathering intelligence on the external research and innovation landscape.  The role includes direct management responsibilities for several staff members and oversight of relevant committees, as agreed upon with the PVC CE, ensuring that research and innovation development is fully integrated into the academic and business mission of the University.  The DRKEI will work closely with academic and professional services colleagues to ensure excellence in alignment with the University’s goals and strategy. The role will play a crucial part in enhancing the research and scholarship of both staff and students, providing support for external funding opportunities, facilitating bid writing, delivery of training to staff and driving the development of research impact.  \*The successful candidate will be considered for appointment at the level of **Associate Professor or Professor**, subject to their qualifications, experience, and alignment with the University's Academic criteria for promotion. The final designation will be determined based on the candidate’s research profile, leadership experience, and contributions to the field. |

**1** **MAIN DUTIES**

* This role profile is non-contractual and provided for guidance. The role supports the university to deliver on the priorities set out in the University strategy.

It will be updated and amended from time to time in accordance with the changing needs of the University. The balance of duties and responsibilities for this professional role will be determined in agreement with your line manager and the principles of the stated job purpose.

* The post-holder will work closely with the Pro Vice-Chancellor Creative Education (PVC CE) in delivering and implementing the University’s strategy for **Research, Knowledge Exchange (KE), and Innovation.** They may also be required to represent the PVC CE at various internal and public-facing events.
* Additionally, the post-holder may be appointed as chair or deputy to various committees including but not limited to: Research and Innovation Committee, Research Ethics Committee, Research Funding Panel. They will also serve on the Research Degrees Committee, Academic Board, and other University committees and boards as required, ensuring the effective oversight of research strategy, governance, and integrity on behalf of the Leadership Team.

**2**  **KEY ACCOUNTABILITIES**

### **Research, Knowledge exchange and Innovation Leadership**

* Contribute and Engage in the development, dissemination, and implementation of the University's research, knowledge exchange, and innovation strategy, strengthening the institution’s national and international reputation.
* Support the subsidiary strategies of Schools and Research Centres to support the University's strategic research priorities.
* Manage the directors of the University’s Research Centres, ensuring alignment with institutional strategy and goals.
* support the development of external collaborations and work together with the PVC Academic Partnerships and Industry Engagement
* Lead the preparation processes for external research and innovation assessment frameworks (e.g., REF, KEF), ensuring compliance and optimizing institutional performance.
* Oversee the identification, pursuit, and management of external research and innovation funding opportunities, ensuring long-term financial sustainability.
* Establish and strengthen partnerships with external organizations to enhance research impact, commercialization opportunities, and knowledge exchange initiatives.
* Ensure research infrastructure, IT systems, and business development functions are aligned with emerging opportunities and compliance requirements.
* Promote research ethics, integrity, and compliance, acting as Chair of the Research Ethics Committee.

### **Strategic Planning and Policy Development**

* Gather intelligence on the national and international research and innovation landscape, identifying opportunities for strategic growth and external engagement.
* Provide expert guidance on regulatory frameworks governing research and innovation, ensuring compliance with UKRI, AHRC and sector-wide policies.
* Work with the Pro Vice-Chancellor Creative Education to integrate research and innovation into the broader institutional mission.

### **Operational and Team Leadership**

* Line manage staff responsible for research funding development, innovation, and business development, training related to funding bids, mentoring programmes and ensuring effective coordination and goal alignment.
* Oversee and evaluate research funding initiatives, ensuring a balanced portfolio of external and internal funding sources.
* Direct the operational management of internal research funding schemes and the strategic distribution of internal research funds.
* Manage the University’s engagement with industry, developing commercial partnerships that support innovation and research commercialization.
* Monitor and evaluate research performance, ensuring effective use of data in strategic planning and decision-making.

### **Engagement and External Collaboration**

* Work together with PVC CE and PVC APIE to build strategic collaborations with industry, policymakers, and academic institutions to drive research-led innovation and knowledge exchange.
* When PVC CE is not available to Represent the University in national and international research networks, influencing policy and sector developments.
* Support the development of UCA’s research and innovation activities in overseas campuses and international partnerships.
* Engage and implement a strategy for communication strategy for research and innovation, ensuring the University’s research profile is effectively promoted through internal and external channels.

### **Professional Development and Continuous Improvement**

* Foster a culture of professional development and continuous learning within the research and innovation team.
* Support staff development through mentoring, training, and structured career pathways for researchers and innovation professionals.
* Ensure that University-wide CPD activities align with evolving research and innovation priorities.

**3**  **REPRESENTATION**

* Represent and or deputize at events, on internal and external bodies, committees and boards, including attendance at local, regional, and international activities.
* Participate in corporate management and governance and chair committees or groups as required.

**4** **CORE REQUIREMENTS**

* Adhere to and promote the University’s policies on Equality, Diversity and Inclusion, and Information Security.
* Ensure compliance with Health & Safety and Data Protection Legislation.
* Support and promote the University’s Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the University’s negative environmental impacts wherever possible.

**5**  **ADDITIONAL REQUIREMENTS**

* This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that the university delivers the required level of service.
* May require travel between the three campuses within the University to attend meetings etc. along with occasional work outside ‘office hours’.
* Undertake any other duties as requested by line manager commensurate with the grade and spirit of the job purpose.
* Adopt a continuous growth mind set by actively participate in learning and development to meet the requirements of your role and the University.

**6** **LEADERSHIP BEHAVIOURS**

All Directors will demonstrate the following leadership behaviours:

***Leads Authentically and Inclusively***

Demonstrates and articulates high expectations of self and others to improve and sustain performance. Seeks to give feedback that is credible and challenging, as well as supportive and encouraging to improve performance where needed. Inspires and actively empowers individuals and teams to deliver on tasks, to maximise their performance and potential**.** Is aware of their biases and preferences and seeks out and considers different views and perspectives to inform decision-making.

***Leads Change***

Shapes and articulates the overall vision, setting a clear direction that engages and connects people in the delivery of change plans. Learns from experience and has the confidence to try new ideas, drawing from internal and external sources. Willing to take on new challenges and maximises future opportunities and possibilities. Fosters a growth mindset.

***Builds Trust***

Builds trust in a shared purpose and empowers team members to achieve objectives. Uses clear language, actively listens, encourages feedback and can be trusted to deliver. Influences with integrity, actively builds working relationships and challenges inappropriate behaviour. Values equality and diversity and personally demonstrates an inclusive approach.

***Thinks and Acts Strategically***

Understands the context and environment in which the University operates and how its performance compares to its competitors. Seeks and assimilates different types of information to make informed decisions that are consistent, clearly communicated and followed through. Demonstrates sound judgement based on a clear set of values. Develops effective networks and partnerships both internally and externally. Actively refers to the University's strategy and contributes to the student experience.

Personally Effective

Has the ability and confidence to interact effectively with people in a range of contexts. Demonstrates emotional self-awareness and reflects on the potential impact of their behaviour on others. Exhibits an engaging, energetic and enthusiastic leadership style, role modelling expected behaviours and encouraging feedback on own performance.

### **7** **SELECTION CRITERIA**

### **Essential Qualifications and Experience**

* First degree in a relevant area.
* Postgraduate qualification (PhD or professional experience).
* Significant experience in research and KE leadership at a national and international level.
* Proven track record in securing external research funding.
* Extensive experience in leading research teams and managing large-scale research projects.
* Experience in overseeing institutional REF and KEF submissions or equivalent research assessment processes.
* Strong leadership and negotiation skills, with the ability to influence decision-making at executive levels.
* Extensive experience in developing funding applications, understanding of UK and international funding landscape.

### **Desirable Attributes**

* A passion for increasing the impact of creative practice-based research on student education and the wider creative industries.
* Knowledge of innovation funding mechanisms and commercialization pathways.
* Strong interpersonal and stakeholder management skills, fostering cross-sector collaborations.
* Research active.

## **Other Requirements**

* Willingness to travel frequently between campuses and internationally.
* Commitment to equality, diversity, and inclusion in research and innovation activities.
* Compliance with health and safety policies and procedures.

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| **7 Selection Matrix** | | **Essential** | **Desirable** | **Used to shortlist** |
| **Qualifications** | | | | |
|  | First Degree and a PhD (or professional experience) in an appropriate subject or equivalent industry experience and/or hold appropriate professional memberships/status. | û |  | û |
| **Knowledge & Experience** | | | | |
|  | Experience in a senior leadership role in relevant Research innovation, KE or related discipline (ideally within the creative industries or higher educational setting). | û |  | û |
|  | Experience of developing and implementing approaches and protocols to support income generation and innovation. | û |  | û |
|  | A strong track record of winning and leading on research and development and innovation projects, attracting external funding, and working with industry networks and partners is also essential. |  |  |  |
|  | Demonstrable evidence of leadership qualities and ability to manage teams within complex organisations, or large multi-stakeholder environment. | û |  | û |
|  | Excellent people management skills and evidence of developing team members to their full potential and supporting development whilst encouraging, promoting and facilitating collaborative ways of working. | û |  |  |
|  | Evidence of outstanding organisational, communication and administrative skills with an ability to understand and resolve complex problems. | û |  |  |
|  | Excellent verbal/written communication, data-interpretation skills, and ability to communicate effectively across a wide audience using a range of methods demonstrated in a range of external contexts committees/boards, influence, and impact on strategy/policy. | û |  | û |
|  | Demonstrate proven ability to consistently meet targets while effectively managing resources (staffing & non-staffing budgets) while driving operational efficiencies and upholding standards of service. | û |  |  |
|  | Knowledge in UK and global research funding scheme | û |  | û |
|  | Demonstrate proven ability to lead research bids at national and international settings. | û |  |  |
| **Personal Attributes and Behaviours** | | | | |
|  | Demonstrates ability to facilitate groups or teams through problem-solving, creative-thinking processes and using their initiative to lead development and implementation of new approaches, systems, structures, and methods. | û |  | û |
|  | A track record of dealing effectively with difficult situations or confidential matters, talking initiative whilst working to policy and procedures, referring to others where necessary and appropriate. | û |  |  |
|  | Willingness to travel between campuses or offsite as required. | û |  |  |
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Does this role require a DBS check? NO