

# Job Description

<b>Position Details</b>	
<b>Faculty/Directorate</b>	Research and Innovation
<b>School/Department</b>	Research Development and Delivery
<b>Team</b>	Research Development
<b>Job Title</b>	Researcher Development and Training Officer
<b>Grade</b>	6
<b>Hours of Work</b>	Full time, 35 hours per week
<b>Contract Duration (Perm/Fixed Term)</b>	Permanent
<b>Reports To (Job Title)</b>	Researcher Development and Training Manager
<b>Responsible For (Job Title)</b>	n/a

<b>Principal Accountabilities</b>
<p>The Researcher Development and Training Officer will support the delivery of the University's researcher development provision, which is designed to aid researchers at all career stages to develop themselves as researchers and research leaders.</p> <p>The post holder will work closely with the Researcher Development and Training Manager, Doctoral Student Development and Training Manager and Support Administrator, and colleagues across the University with responsibility for researcher development and training to ensure that the aims of the research strategy and doctoral strategy are met.</p> <p>They will act as a main contact for queries and requests relating to researcher development programmes and provision, and contribute to the development, delivery and evaluation of this provision.</p>

<b>Key Tasks</b>
<p><i>Development, delivery and evaluation of researcher development provision:</i></p> <p>Provide support to the Researcher Development Manager in the development, delivery and evaluation of researcher development events, workshops and training programmes.</p> <p>Ensure that the development, delivery and evaluation of researcher development programmes, provision and activities is actioned according to existing annual cycles and timeframes.</p>

Design, develop and evaluate researcher development events, workshops and training programmes.

To deliver, both independently and in liaison with the Researcher Training & Development Manager, online and in-person training and development events and workshops for researchers.

Liaise with internal colleagues including academics, researchers, professional services colleagues including but not limited to, People & Organisation Development, the EDI team, and Library Services, to support the development and delivery of high-quality researcher development provision.

Network with external researcher development and research culture networks including researcher development colleagues from other HEIs.

*Communicating with academic and research staff:*

Act as the main point of contact within the University for queries relating to researcher development provision, programmes and activities, triaging and resolving queries where possible and escalating to the Researcher Development and Training Manager where necessary.

Develop and maintain intranet resources to support researcher development programmes and events.

Manage applications and/or registrations to a range of researcher development events, workshops and training programmes.

Provide input into communications relating to Researcher Development to alert academic colleagues to opportunities and publicise key programme, projects and initiatives.

Assist in the promotion of online and in-person training and development events and workshops for researchers at all career stages.

*Research culture and environment:*

Working in collaboration with internal colleagues, including academic departments/faculties and professional services colleagues, contribute to and support projects intended to improve the quality of the research culture and environment and achieve the aims of the University's Research Strategy and wider Road to 2030 Strategy.

Provide support to the Researcher Development Manager in the development, delivery and evaluation of the University's Researcher Development Concordat / HR Excellence in Research Award action plan and CEDARS survey.

## Special Features

Attendance at in-person on-campus events will be a regular part of this role.

The role may include limited travel.

The work at times may require working outside normal office hours.

The post holder will be expected to work flexibly and in collaboration with colleagues across Research and Innovation Directorate and wider University.

## Miscellaneous

You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the University on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.

You are responsible for applying the University's Equal Opportunities Policy in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own areas of work.

You are expected to co-operate with the PDR process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with you. Such agreement should not be unreasonably withheld.

You may be required to undertake a specific Health & Safety role, commensurate with your grade, to support the University in meeting its statutory Health & Safety obligations. This could include acting as a DSE Assessor, First Aider, Fire Marshall or Departmental Safety Co-ordinator. The allocation of such roles will be subject to the provision of appropriate training and assessment of competence.

You may, with reasonable notice, be required to work at any of the Manchester Metropolitan University sites.

You have the responsibility to engage with the University's commitment to Environmental Sustainability in order to reduce its waste, energy consumption and carbon footprint.

You have the responsibility to engage with the University's commitment to delivering value for money services that optimise the use of resources and therefore should consider this when undertaking all duties and aspects of your role.

## Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the jobholder.

## Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.



All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

### Selection Criteria

Attributes		Item	Relevant Criteria	Essential/ Desirable
1	Skills & Abilities	1.1	Excellent interpersonal and presentation skills, including the ability to effectively present information, facilitate discussions and build positive and effective working relationships with staff both within and outside the university.	E
		1.2	Ability to communicate clearly and professionally, both orally and in writing.	E
		1.3	Good numerical and analytical skills, demonstrating accuracy and attention to detail.	E
		1.4	Ability to work independently and as part of a team working in a flexible manner, adapting to a variety of environments and providing excellent customer service.	E
		1.5	High level of proficiency in using standard software packages, including Microsoft Excel, Word, and Outlook	E
		1.6	Excellent organisational skills, ability to prioritise a variety of work activities in a busy environment and meet strict deadlines.	E
2	General & Specialist Knowledge	2.1	Awareness of researcher development, training and support in a higher education or other relevant environment Awareness of the Vitae Researcher Development Framework and other tools used in the development of researchers.	E
		2.2	Knowledge of training and development principles and good practice in a higher education environment or another sector.	E
		2.3	Awareness of key policy developments in Higher Education in relation to researcher development, e.g. research culture, ED&I in research, open research, etc.	E

3	Education & Training	3.1	A first degree or equivalent qualification	D
		3.2	A doctoral degree or equivalent qualification	D
		3.3	A teaching/training qualification or certification (e.g. CIPD, PGCE, QTS, Fellow/Associate Fellow of the HEA, PGCert, etc.)	D
4	Relevant Experience	4.1	Experience of working in a people development, learning & development or teaching/training support role.	E
		4.2	Experience of supporting training and development in Higher Education.	D
		4.3	Proven experience of supporting successful researcher development provision, events and programmes.	D
		4.4	Experience of delivery of the RD Concordat / HR Excellence in Research Award action plan and/or CEDARS	D
		4.5	Lived experience of being a researcher or academic in Higher Education or another context.	D
5	Special Requirements	5.1	Must be willing to complete development and training in line with service requirements and to keep up to date with new funder rules and policies.	E
		5.2	Commitment to providing excellent and continuously improving service.	E
<b>Date of Revision</b>			21.05.24	