



**NORWICH
UNIVERSITY
OF THE ARTS**

**Head of Research
Operations**

norwichuni.ac.uk

We are one of the great British art schools: a specialist creative arts university that draws on 175 years of history, with our focus on the future and the role of creativity in addressing global challenges and opportunities.



For further information on Norwich University of the Arts and our Community please visit www.norwichuni.ac.uk

We celebrate diversity and believe it to be at the core of any creative endeavour. Whatever your background, identity and prior experience, wherever you are from, we want you to bring your whole self to work each day, in an environment that recognises your unique contribution.

In choosing to work at Norwich University of the Arts, you will join a community of creative academics, technicians and professional experts who are committed to delivering exceptional Creative Arts Education, Research and Knowledge Exchange. You will work in a stimulating and critically engaged workplace, where the creativity of all our students will develop because of your commitment.

We are renowned for our teaching quality. We have been awarded Gold in the Teaching Excellence Framework (TEF) with the highest possible rating. We are the only creative arts and design university with a triple gold TEF rating.

We are in the Top 10 for Teaching Quality in the 2022 Sunday Times Good University Guide. We are the highest climber in the Complete University Guide 2023 – the highest-ranked specialist creative arts university outside London and were named University of the Year for Student Retention by the Sunday Times 2020 Good University Guide for the support we offer from pre-enrolment to post-graduation.

You will work in the heart of Norwich. We are proud of our award-winning campus, which has played a pivotal role in regenerating an exciting quarter of the city.

Our 21st century teaching spaces and workshops are housed in renovated buildings with Medieval, Victorian and Edwardian heritage. Norwich University of the Arts won the Outstanding Estates Strategy Award at the 2018 Times Higher Leadership and Management Awards.

In support of its new Strategy, the University has recently acquired a new building in the heart of Norwich. Bank Plain, a former bank, is an additional 37,000 sq. ft of space and an ambitious commitment to being a high profile, civic university championing the creative arts.

Ninety-four per cent of our graduates are in work or further study six months after graduation, and Norwich University of the Arts won a Guardian University Award for Employability and Entrepreneurship in 2019 for our innovative 'gamification' of careers advice. You will find our graduates in key positions across and beyond the creative sector and industries.

There are of course Oscar nominees and BAFTA winners, but also rising stars who are honoured across the creative industries: from D&AD Pencil winners, to emerging fine artists, photographers and fashion designers.

We understand that making career choices requires careful consideration. We hope that as you learn about us you will be inspired by our ambitions for the future.

**Professor Simon Ofield-Kerr,
Vice-Chancellor**



Committed to equality and valuing diversity

Norwich University of the Arts is committed to being an inclusive community that offers equality of opportunity and enables our staff and students to flourish and succeed, regardless of their background or personal circumstances.

Our commitment to equality, diversity and inclusion is embedded in everything that we do. We celebrate the diversity of our backgrounds, cultures and actions, promoting art and design as a catalyst of social change.

As such, we are champions for the creative arts; empowering all of our students to be valued and productive members of society, with ambitions to change the world.



A BA (Hons) Film and Moving image Production student setting up in the Sir John Hurt Film Studio

Situated in the historic city centre of Norwich, with an impressive estate that encompasses both historic buildings and brand-new state of the art facilities, the University is a vibrant community that forms the beating heart of the city and region's arts and cultural worlds.

Join Norwich University of The Arts in Shaping the Future of Research Operations

With the launch of our Research and Knowledge Exchange Strategy, the University sets out a framework for the development of an ambitious and vibrant culture, which includes: the establishment of two new Institutes; research degree studentships and bursaries; East Gallery fellowships; the recruitment of Research and Knowledge Exchange Fellows. Through this programme of substantial investment, the University aims to develop and deliver new solutions to global challenges, attract new thinkers to our community and engaging a broad cross section of the academic community in the project alongside external partners, government, industry, and civil society.

We are looking for a Head of Research Operations to play a pivotal role in driving this transformation and to lead our Research Office Team to provide comprehensive support for researchers at all stages of their development.

This is a fantastic opportunity to join a forward-looking specialist arts University which has ambitious plans. You will work directly with the Dean of Research and Knowledge Exchange and with colleagues across the University at an exciting and pivotal time for the development of the Research & Knowledge Exchange culture and activity within a small specialist institution.

The postholder will develop and implement the policies, procedures, and structures to support the delivery and development of the University's Research and Knowledge Exchange strategy, working with colleagues to develop approaches that will support the expansion of our research culture and activities.

With a detailed knowledge and understanding of the UK research landscape you will ensure the effective governance and management of research projects and initiatives across the University and with a range of external partners.

You will have excellent personal communication skills with the ability to communicate complex material clearly and persuasively to a diverse range of internal and external audiences.

If this role sounds of interest to you, or you would like more information, we welcome pre-application conversations. Please get in touch via jobs@norwichuni.ac.uk and we will gladly put you in touch with the hiring manager.

Head of Research Operations

Full-time

37 hours per week for 52 weeks per year

Salary:

From £45,585 to £54,395 per annum

Closing date for applications:

3rd June 2024

Interviews will be held on:

20th June 2024



Job Description

Head of Research Operations

Reporting to: Dean of Research &
Knowledge Exchange



A large banner with a blue, yellow, and white abstract pattern and the text "LIKE THERE IS HOPE AND I CAN DREAM OF ANOTHER WORLD". The banner is supported by a metal truss structure on the left and a row of wooden sawhorses on the right. The background is a grand, ornate interior space with a high ceiling and classical architectural details.

**LIKE THERE IS HOPE
AND I CAN DREAM
OF ANOTHER WORLD**

Mark Titchner: Like There is Hope and I Can Dream of Another World
Commissioned by the Hospital Rooms

Job Purpose

- The focus of the role is to support the governance and delivery of the Research and Knowledge Exchange Strategy and ensure the efficient management of the research office team.
- The postholder will work with the Dean of Research & Knowledge Exchange, Institute Directors, and Programme research groups across multiple levels within the University (Finance, Contracts, Research Services, Estates, East Gallery, Human Resources) as well as with academics across the University and external organisations.



Main Responsibilities

- Implement the policies, procedures, and structures to support the delivery and development of the University's RKE strategy, working with colleagues to develop approaches that will support the expansion of the research culture and activity.
- Manage the work of the staff in the research office, including review and appraisal of their performance and effective staff development.
- Ensure the effective governance and management of research projects and initiatives across the University and with a range of external partners.
- Ensure compliance with internal and external governance and financial requirements and regulations in relation to research and knowledge exchange grants and awards, and ensure that associated procedures are efficient, effective and fit for purpose.
- Manage preparations for the University's submission to the Research Excellence Framework.
- Oversee the development of the University's quality assurance mechanisms in relation to postgraduate research degrees.
- Monitor national and international developments in research, advising the Dean of Research & Knowledge Exchange, Institute Directors, Programme Directors, and appropriate committees on the University's response to the changing research landscape.
- Implement effective systems to support the RKE Institutes and programme-based groups of the University, establishing the processes for annual reporting and five-year reviews.
- Monitor the University's implementation of the principles and commitments in relation to national research concordats.
- Advise on and implement the systems for effective research governance and ethics.
- Ensure that the University's research office provides the highest level of service.
- Contribute to committees and working groups, providing timely and accurate input in verbal and written form as appropriate.
- Perform such duties consistent with the position that may from time to time be assigned to you by your line manager.



Person Specification

Essential

- Educated to degree level (or equivalent qualification or relevant professional experience)
- A detailed knowledge and understanding of the UK research landscape.
- A track record of successful research management within a Higher Education environment.
- Experience of managing a team of professional colleagues supporting research activity.
- Ability to think and plan strategically and solve problems creatively.
- Excellent personal communication (written, verbal, presentation) skills with the ability to communicate complex material clearly and persuasively in a clear and concise way to a diverse range of internal and external audiences.
- Ability to build positive relationships and successfully influence in a research and knowledge exchange environment.
- Ability to clarify, plan and prioritise own work to achieve objectives to the standards expected, including proactively working with others to achieve individual and team objectives.
- Positive and flexible team worker who possesses excellent organisational skills including time management.
- Ability to use initiative, exercise professional judgement, and make independent decisions within the confines of role responsibilities.

Desirable

- Postgraduate qualification
- Experience of working in Art and Design or the creative and cultural industries.

Further Information

Equality, Diversity and Inclusion

It is important that our University community supports our policy on equality, diversity and inclusion and that each of us reflects this in the way that we work.

Health and Safety

We are all responsible for helping to make the University a safe and healthy place to work and study, ensuring that we are compliant with our Health and Safety Policy.

Policies and Procedures

We should keep up to date with the University's policies and processes which are usually available on our intranet, reflecting these in the way that we work.

Staff Development

Our performance and development activities include appraisal and development reviews, participation in learning and development, and a personal responsibility to maintain our own subject knowledge.

Confidentiality

We must maintain appropriate confidentiality in relation to our work and that of the University.

Variation to Job Description

We may vary your duties and responsibilities outlined in the job description to reflect the changing needs of the University.



General Information

Terms and Conditions of Appointment

On appointment, you will receive a full statement of terms and conditions for your role.

Duties

Your duties and responsibilities are outlined in the job description

Starting Date

This post is offered on an indefinite basis to commence once you are available.

Hours of Work

The standard hours of work are not less than 37 hours per week.

Salary

This post is on an incremental salary scale. The salary for this post is Grade 8, which is from £45,585 to £54,395 per annum.

Annual Leave

Your annual holiday entitlement will be 22 days rising to 25 days after 5 years' service, plus 8 statutory days (pro rata). In addition, the University may grant 4 or 5 concessionary days leave per year when the University is closed.

Pension

Employees have the benefit of joining the Local Government Pension Scheme, a defined benefit pension scheme which builds up a pension on a "Career Average" salary basis to which the University currently contributes an additional 24.4%.

As a member of the scheme, you would be provided with a secure future retirement income, independent of share prices and stock market fluctuations. There is also cover in the event of early retirement on the grounds of permanent ill-health, redundancy or business efficiency. Plus you have the option, on retirement, to exchange part of your pension for some tax-free cash.

From the moment you join, the benefits of the pension scheme also include life cover and family benefits for partners and children in the event of your death.

As a member of the Local Government Pension Scheme you have the security of these valuable benefits at a relatively low cost to you. You can find out more about the pension scheme by visiting the Norfolk Pension Fund website at <https://www.norfolkpensionfund.org>

Interview Expenses

Reasonable travel and incidental expenses will be reimbursed when agreed in advance in line with the University's Candidate Interview Expenses Guidelines which are available on request.

Offers of Employment

All provisional offers of employment are subject to evidence of eligibility to work in the UK, verification of qualifications, satisfactory references and medical assessment process.

If you are unsure of your right to work in the UK you can use the Gov.uk visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants will be eligible for sponsorship under the Skilled Worker visa route

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of employment are subject to receipt of satisfactory references covering current or most recent employment and the past three years of work.



Students in the control room of The Sir
John Hurt Film Studio in Boardman House

Application and Recruitment Process

Job Description and Person Specification

Within this pack you will find the job description and person specification for the post for your consideration before you complete your application form.

The Job Description provides information about the main duties and responsibilities for the position. It also explains the purpose of the post.

The Person Specification sets out the experience, skills, abilities and characteristics to perform the duties in the job description.

We recognise that candidates may sometimes not meet all of our requirements. If you like what you've seen so far, we would still like to hear from you.

Application Form

We ask that applicants complete the application form in full and as clearly as possible.

You may, if you wish, submit a CV with your application form. However, we are unable to accept CVs without a fully completed application form.

The application form is the first stage in the recruitment and selection process and is a key element in being short-listed for an interview and the possible offer of a job.

Equal Opportunities Monitoring

As part of our commitment to equality, diversity and inclusion, we monitor the diversity of our workforce and applicants to help us review the effectiveness of our policies and procedures.

To help us with this, we ask that you complete the Equal Opportunities Monitoring section of the application form.

Submission of Application Form

Please submit your completed application form to jobs@norwichuni.ac.uk

Please note that we can only accept application forms in either PDF or DOC format.

The closing date for this vacancy is:
3rd June 2024

We regret we are unable to accept late applications.

Interview Arrangements

Interviews will normally be held on campus.

We will be in touch to let you know if you are shortlisted for interview.

The date of the interview will be:
20th June 2024

Due to the high volume of applications we receive we are unable to provide you with feedback.

If you are shortlisted, we will ask you to provide us with evidence of your eligibility to work in the UK.

We would like to take this opportunity to thank you for your interest in this position and wish you success with your application.

If you have any queries regarding any aspect of the recruitment and selection process, please contact the Human Resources Team by emailing jobs@norwichuni.ac.uk.



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