**SCHOOL RESEARCH DIRECTOR**

***This job description is to be used as a template for the role, and will be adjusted by the Head of School, in conjunction with the Faculty Research Director, to reflect the particular needs and circumstances of their School.***

***Job Purpose***

The School Research Director has a principal role to facilitate research in the School by acting as a link between the School and the Faculty as well as the University and other external research drivers such as the REF and funding councils. The School Research Director reports directly to the Head of School and is part of the SPARC/School Executive/Management team. The role holder will work closely with the Head of School and Research Group Leaders/Heads of Subject in discharging this role.

***Responsibilities (to be selected as appropriate and relevant to each School, as agreed by Head of School in conjunction with the Faculty Research Director)***

The School Research Director, in conjunction with Research Group Leaders/Heads of Subject and the Head of School will have responsibility for:

* Ensuring that the staff profile and expertise within the School is adequate to support the research within the School. This will require appropriate procedures for ensuring staff development in relation to research activities.
* Providing information and support, including peer review, for research grant applications where appropriate.
* The School Research Director will be a member of selection committees for the appointment of new academic staff with research responsibilities, as appropriate and determined by the Head of School.
* Taking an overview of research governance in relation to the research undertaken by the School, including (as appropriate) ethics, sponsorship, data monitoring, health and safety, COSSH, radiation protection, the Human Tissue Act, genomics and animal licenses. It is expected that many of these activities will be delegated to various researchers but the School Research Director will work with the Head of School and/or School Manager to ensure there is adequate support to meet these responsibilities.
* Ensuring that research staff in the School will contribute appropriately, as required, to any assessments or reviews in which the School is involved. The School Research Director may be expected to provide a lead in the area of research for any major reviews such as School Review and the REF.
* Ensuring that support and guidance with formal mentoring for research are available to any newly recruited academic staff.
* Ensuring that all research activities for the School are compliant with the relevant codes of practice and guidelines.
* . Working closely with the Head of School or Research Group Leads/Heads of Subject, to ensure that the research strategy for the School is contemporary and in line with Faculty direction, linking with research themes where appropriate. This will involve contributing to the formulation and constant review of research strategy, policy and planning within the School.
* Pro-active development of interdisciplinary research within the School, between Schools and Faculties, and with outside partners.
* Leading research meetings/discussions with e.g. research group leaders and other relevant staff, to discuss research strategy, financial support, grant applications, publications and staffing. The Head of School will be involved as appropriate.
* Reviewing, with the Head of School or Research Group Leads/Heads of Subject the portfolio of research activities within the School to identify research areas for future investment or potential disinvestment.
* To identify and champion relevant opportunities for engagement activity.
* Reviewing, with the Head of School, research leave applications and research leave outcomes.
* Ensuring appropriate Staff Review and Development and Appraisal mechanisms exist for research. The School Research Director may be required to contribute to these processes for any academic staff in the School. The opinion of the School Research Director will be sought for academic staff being considered for Promotion and Progression.
* Providing input for the design, development and updating for appropriate sections of the School website.
* School representation at the Faculty Research Committee meetings.

**Terms of Appointment**

The School Research Director will usually be expected to serve for an initial period of three years, although on the recommendation of the Head of School a shorter period may be agreed. The post-holder may be considered for reappointment for a further period of three years and thereafter on an annual basis.

**Appointment Process**

The Head of School may choose to invite expressions of interest from within the School through the submission of a short curriculum vitae (2 pages) to include a short description of future plans for research in the School. Those applying for the position will meet with the Head of School to discuss their application.

Following meetings with all candidates, the Head of School will consult with and seek the views of the members of the School on the potential candidates, sharing application information as appropriate. Taking full account of these views, the Head of School and the SPARC/Executive/Management team will take the decision on the most appropriate candidate and notify the individual and the School accordingly. The Faculty Research Director will be included in the appointment process where appropriate.

***Summary***

The School Research Director has a pivotal role in ensuring the delivery of research by members of the School, by liaising with the Research Group Leaders/Heads of Subject, The Director of Graduate Studies, The Faculty Research Director, The School Executive team and the Head of School.

**Workload Allocation Mechanism for School Impact Directors and School Research Directors**

Following discussion at the University Research Committee, and with Heads of School, Deans and Faculty Research Directors, the following approach is recommended as a means for signalling the value and importance placed on these roles, and to ensure that staff are given adequate time to undertake the responsibilities associated with them:

* All School Impact Directors and School Research Directors will be given a workload allocation for the role by the Head of School, in line with the School or Faculty workload model
* The allocation will reflect the size and complexity of the School and its research/impact activities as judged by the Head of School, in conjunction with the Dean and FRD, who will collectively seek to ensure that any differential approach to allocation across the Faculty is justifiable
* The allocation will normally be no less than 10% and no more than 25%
* The allocation will be reviewed annually and may be expected to increase temporarily in the run-up to major reviews such as School Review, REF, etc.