

Job Description – Pro Vice-Chancellor (Research, Innovation & Enterprise)

The Pro Vice-Chancellor (Research, Innovation & Enterprise) will be responsible and accountable to the Vice-Chancellor for the University's research activities and its engagement with innovation, including commercialisation and the broader economic impact of the University. **Specific responsibilities** include delegated responsibility from the Vice-Chancellor for oversight of:

1. Development of the University's **Research and Innovation sub-strategy** and its implementation and monitoring; chairing the Open Research Integrity and Ethics Committee (ORIEC) and the Research, Innovation and Enterprise Strategy Group (RIESG) and determining the appropriate advisory and operational structures which report into the Strategy Group;
2. Preparations for the regular assessment of research quality via **Research Excellence Framework (REF)** or equivalent future exercises, including the development of REF strategy; preparatory exercises including mock REF exercises; commissioning impact case studies of the highest quality; supporting Heads of Schools and Colleges in determining local REF strategy, including providing guidelines and training; advising the Vice-Chancellor and the University Executive Board on the University's final REF submission; leading the review of REF outcomes and lessons learnt;
3. Interdisciplinary **research infrastructures** (RIs) which span multiple academic schools and/ or colleges, including Innovation Institutes (UIIs); University Research Institutes (URIs) and University Research Networks (URNs) including line management of the Directors of UIIs and URIs; development of policy in relation to the creation and review of RIs; and ensuring that RIs remain vital and valid and contribute to interdisciplinary research at Cardiff;
4. Playing a leading role in the development of robust policies and criteria for the **designation of academic staff as 'research active'**; the development of a framework for the periodic review of such designation; and the development of an objective framework for the appraisal of the quality of an individual's contribution to the University's research activity;
5. Developing research leave policies and promoting research leadership throughout the University;
6. Ensuring that the University has a positive **research culture** which complies with all funder requirements and aligns with sectoral best practice;
7. Maintaining effective and mutually beneficial relationships with the significant funders of research, including **UK Research & Innovation** and its constituent organisations, including the identification of opportunities for research and innovation support; the University's participation in large scale or collaborative research and innovation programmes; development of responses to Research Council and other funders' consultations; identifying opportunities for university staff to play

a role in Research Council and other funders' mechanisms for oversight, governance and peer review;

8. The development and provision of **large-scale research facilities**, both within the University and externally in conjunction with external partner organisations, including the strategic development of business plans and sustainable operating models;
9. Development of approaches to the **dissemination of research findings**, including policies relating to open access, research repositories and data sharing;
10. Oversight of **contract research** activity by the University, including the development of policies and the promotion of the University as a provider of research to other organisations and the development of policies relating to consultancy by individual members of staff;
11. Oversight of **commercialisation** of, and the generation of **impact arising from**, the University's research, including the development of policies relating to intellectual property and patenting; the identification of funding to support spin-out companies, commercial development, investment and company incubation; and the promotion of opportunities for commercial partnerships; oversight and allocation of the University's funding allocation for knowledge exchange activities from HEFCW's **Research Wales Innovation Fund (RWIF)**; and
12. Development and oversight of a **strategic approach to communicating and engaging**, internally and externally, the University's research programme and its impact upon Wales and the wider world.

The Pro Vice-Chancellor (Research, Innovation & Enterprise) does not directly line manage the delivery of support services but is expected to play a leading role in setting strategy and direction.

The Pro Vice-Chancellor (Research, Innovation & Enterprise) is a member of the University Executive Board and as such has the following generic responsibilities:

- to play a significant role in developing and delivering the University's strategy;
- to lead the University in areas of responsibility delegated to them, including taking a visible corporate leadership role on issues assigned and agreed by the Vice-Chancellor and the University Executive Board;
- to promote the University in teaching, research, innovation and engagement;
- to promote the interests and values of the University internally and externally;
- to play an active role in the recruitment and appointment of high calibre staff to the University;
- to encourage staff development to meet the overall needs of the University in the context of its development;
- to encourage and develop interdisciplinary activities between Colleges and Schools;
- to take responsibility for chairing University committees, and as necessary playing a part in ceremonial University activities including graduation ceremonies;

- to encourage and reward research, academic excellence and collegial participation throughout the University;
- to play an active role in the University Executive Board, assisting the Vice-Chancellor to achieve the goals of the University as defined in its Strategic Plan and contributing to University planning and to the formulation of policies and procedures;
- to respond to issues and incidents likely to impinge on the University's reputation and activities in a manner that manages and minimises risk to the University;
- to contribute to the development and testing of University risk and crisis management plans which will be utilised in crisis situations or when serious unexpected events occur;
- to promote the well-being of all staff and students, fostering a culture of respect in all aspects of operation and leading, supporting and being sensitive to the different needs of students irrespective of their location or mode of study;
- to promote the University as a place of international repute in which to study, research and work and encourage international collaboration and exchange;
- to build effective and productive relationships with key influencers in government, business and professional bodies;
- actively to promote cross-institutional structures and systems (whether related to research or academic programmes, portfolio matters or administration);
- to represent the University as required at local, national and international level; and
- to undertake other such duties as required by the Vice-Chancellor.

Key Relationships

Vice-Chancellor: Reporting to the Vice-Chancellor who will be responsible for ensuring that each Pro-Vice-Chancellor has a robust set of objectives, performance review development process and personal development plan.

Deputy-Vice-Chancellor: Co-ordinating activities under the leadership of the Deputy-Vice-Chancellor and reporting to the Deputy-Vice-Chancellor on specific agreed projects.

Pro-Vice-Chancellors: Being an equal member of the University Executive Board, working in collaboration to develop and implement consistently Cardiff University strategy and policies.

Internal: University Executive Board (the senior management team)
 Senate
 Council
 Court
 Heads of Colleges and Schools and Directors of University Research Institutes
 Deans of Research and Innovation
 Dean of Research Environment and Culture
 Chief Operating Officer
 Directors of Professional and Support Services

Staff
Students

External: UKRI, its constituent Councils
Other research funders, including charities
Welsh Government
UK government
Higher Education Funding Council for Wales
Cardiff Council
Cardiff Capital Region City Deal
Partner universities in the UK and internationally
Industrial and commercial companies
NHS bodies
Russell Group
GW4
SETsquared enterprise partnership
Universities UK
Universities Wales

Person Specification

The candidate should be an acknowledged leader in research and teaching. They will provide evidence of high standing in their field and will be known and respected in a relevant professional community. Such a profile is a pre-requisite of the incumbent's being accorded the appropriate level of respect and credibility internationally, in the UK and Welsh Higher Education sectors and the University.

Key Competencies, Capabilities and Experience:

- significant Board level leadership experience relevant to the role context;
- significant academic track record with distinction in research and teaching;
- the ability to lead continuous organisational change and development;
- the ability to think strategically and to help develop a vision for the future of the University in and beyond the context of the current University Strategy;
- demonstrable experience of leadership and turning strategy into action;
- significant experience of working in a large and complex organisation or equivalent and capacity to undertake management at a senior level;
- research leadership: securing, rewarding, nurturing research including the securing of external grants;
- significant experience of research evaluation exercises such as REF;
- financial management and significant budgetary planning;
- initiative, judgement, decision-making and change management;
- track record of facilitating the highest quality research, learning and teaching, administrative and service outcomes through the recruitment, development and management of people and financial resources;

- involvement in relevant professional communities and understanding of the role of professional practitioners;
- track record of successful co-operation and collaborative working relationships, both internal and external, in order to deliver the University's Way Forward and develop the University; and
- demonstrated success of building close relationships and partnerships with key influencers in governmental, other agencies relevant to the University and external stakeholders.

Attributes and Skills:

- the ability to inspire and motivate;
- proven capabilities as a team leader;
- good negotiating skills, flexibility, and open-mindedness;
- outstanding written and oral communication skills for written work, public relations, networking, and team building;
- ability to make considered, well-balanced and reasoned decisions;
- inclusive and collegial management style;
- ability to represent the University at formal events and meetings with outside bodies and to establish relationships with stakeholders;
- ability to understand developments in the Higher Education arena, both nationally and internationally and a high regard for research, scholarship, teaching and learning;
- willing to travel both nationally and internationally;
- ability to treat staff and students with respect and develop and maintain good working relationships with colleagues, students and external groups;
- understanding and supportive of the need for consultation, collegiality and maintaining the University as the critic and conscience of society; and
- understanding of the complexity and diversity of the University and ability to adapt his/her approach and style accordingly.