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| **DIRECTOR OF THE GW4 ALLIANCE** | | | | |
| **1 JOB DESCRIPTION (**[**Guidance notes**](http://www.bris.ac.uk/personnel/grading/support/jd-guidance.html) **are available to assist in completion of this template)** | | | | |
| **School or Division/ Address:** | | University of Bristol | | |
| **Academic Faculty / Support Services Division:** | | |  | |
| **(Supplementary information for recruitment only)** | | | | |
| **Job Family / Grade:** | Grade M2 | | **Salary range:** |  |
| **Hours of work:** | FT | | **Work pattern:** |
| **Contract type:** | Open Ended – Initial 3-year appointment | | | |
| **1.1 Main Job Purpose** | | | | |
| This post is responsible for leading and managing the GW4 research alliance, providing a high quality strategic partnership between four research-intensive universities in the South-West/South Wales region (Bath, Bristol, Cardiff and Exeter) designed to catalyse discovery and creativity for the benefit of society, the economy, environment, health and the arts. This activity is ultimately intended to ensure the alliance develops further and delivers the GW4 research strategy and to represent and promote that strategy at the highest level across a wide range of bodies (national and local Government; funding bodies; research councils; HEFCE/W; research charities; industry).To be responsible for developing new collaborative research projects and strategic relationships with the public and private sector.  The role holder is significantly externally facing, working across the alliance ensuring that strong relationships are maintained with senior staff, in order to influence funders, provide expert advice and facilitate the alignment of the partnerships priorities. As such, the added value of this role comes from external and cross university networking and senior influence, in particular national and international policy.  To ensure the objectives set by the Partnership are fulfilled, this post holder requires strong leadership and management skills, to ensure strategic activity through a team of professional operating across the alliance. As such, the post holder must have an in-depth knowledge of the research funding environment, and understand the drivers and strategies of the key funders, nationally and internationally. | | | | |
| **1.2 Statement of Responsibilities** | | | | |
| **Planning & Organising**   * To develop, stimulate, consider, and evaluate new methods for innovative delivery of GW4 activities, including collaborative research projects that will exploit the combined research power of the partner universities. * Strategic, operational and financial management of the GW4 Alliance * To develop and implement the vision and strategy by working with the GW4 Council, GW4 Board and University Research Directors * To develop, prepare and present policies, procedures, operational and strategic plans for GW4 – usually working on timescales of between 1 and 5 years, working closely with University research directors. * Direct and oversee the development of the current portfolio of research and innovation communities and workstreams. * To ensure that the structures of GW4 are effectively aligned to the ambitions and expectations of its Council and Board. * To develop new collaborative multi-disciplinary research and innovation opportunities for the alliance’s communities and to catalyse bids for major funding opportunities. * Determine the nature or scale of resources in the workstreams’ and initiate, effect and influence corresponding decisions to progress and coordinate their activities both across workstreams and with non-workstream activities.   **Decision Making**   * Develop team strategies, purpose, and values, consistent with those of the Strategic Partnerships * Convert the vision, strategic guidance, objectives, and values set by the partnership. * To be responsible for the management of the new GW4 governance structure and all other GW4-related activities and for overseeing the implementation and execution of all decisions made by the GW4 Board. * To be the delegated authority to take decisions on behalf of the GW4 Board (as required) ensuring current and future needs of the alliance are met. * To maintain oversight of the GW4 equipment sharing initiative and website. | | | | |



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| * To be responsible for effective communications and stakeholder management. * To be responsible for the financial management of GW4 as mandated by the Board (current budget £1m per annum), ensuring all operations are within this.   **Liaison**   * Act as the face of and provide leadership for the GW4 alliance, and be the key liaison internally and externally. * To develop and deliver excellent working relationships with government officials in Westminster and Welsh Government (e.g. HMT, BIS, DoH) and with major funding bodies including Research Councils, HEFCE/W, industry and major Charities. * To provide strategic leadership to the existing GW4 workstreams (and/or others as directed by the Board). * To develop and maintain strategic research relationships with the private sector, government agencies, the NHS and key third sector organisations. * To be responsible for the management of internal and external communications. * To respond on behalf of GW4 to key consultations. * Work with other GW4 University research and innovation directors and other senior staff responsible for delivering GW4 supported activity in their locales providing high level professional expertise and advice, when requested, to support informed decision making and maximise opportunities for collaboration   **Analysis, Reporting and Documentation**   * To provide quarterly and annual reporting to the Board. * To benchmark GW4 against other research alliances. * To monitor value for money and return on investment on behalf of the partner universities. * To understand the research portfolio of the partner universities and horizon scan for GW4 research and regional opportunities. * To take the lead for GW4 on government-initiated research and innovation assessment exercises. * To take the lead for GW4 on responding to consultations and requests for information.   **People Management**   * To promote and facilitate a shared vision and culture of partnership. * To line manage a small team of GW4 staff. * To provide matrix management to GW4 communications manager, GW4 Programme Managers and Workstream Leads.   **Problem Solving**   * Generate innovative solutions that consider strategic implications for the GW4 alliance * Quantify and evaluate opportunities for speculative initiatives with appropriate levels of risk of failure, but where there is opportunity for significant improvement   **Additional Information**   * The job will require considerable travel between the 4 partner universities and other stakeholders (including overnight stays). The Director will be employed by the University of Bristol, on behalf of the 4 member universities. * The post could, by agreement, be based at any of the constituent Universities. * Considerable travelling is required, mainly across the South West of England, and to London (on average 2 days per week). |

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| **1.3 Relationships and Contacts** | | | |
| **Matrix Manager:**  **Line Manager:** |  | **Chair of the GW4 Board**  **Executive Director, Research & Enterprise (Bristol)** | |
| **Line manager to (where appropriate):** | | **GW4 Communications Manager and GW4 Administrator** | |
| **Internal Contacts** |  |  |  |
| **Contact with whom?** | **Nature of relationship** | | **Purpose** |
| GW4 DVCs and PVCs | Interact | | Build trust, working relations and communication.  Formulate the GW4 strategy |
| Directors of Research and Innovation Offices | Work very closely with | | Build trust, working relations and communication.  Expedite the delivery of the GW4 strategy |
| GW4 Programme Managers  GW4 Workstream Leads (Professional services) | Project manage and work closely with | | Communication, influencing, negotiating |

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| **External Contacts** |  |  |
| **Contact with whom?** | **Nature of relationship** | **Purpose** |
| Government Departments including HMT, BIS | interact as appropriate | Build trust and good working relationship. Influencing/lobbying |
| Research Funders | interact as appropriate | Build trust and good working  relationship. Influencing |
| Industrial partners | interact as appropriate | Strengthen collaboration |
| Media | interact as appropriate | Promote the strategy, goals and objectives of GW4 |

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| **1.4 Organisation Charts** |
| **Governance of GW4**    The GW4 Board Chair, currently Professor Jonathan Knight will act as the “Matric Manageer” and will provide direction for the GW4 Director on strategy and task.  The University reporting line or “Line manager”, will provide a Professional Service home for the postholder and conduct the annual appraisals (with input from each university), offer professional development support, as well as providing the infrastructure for budgeting, procurement, holidays, etc... |

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| **2 PERSON SPECIFICATION** | |
| **2.1 Relevant Experience, Skills and Knowledge** | |
| **Essential** | **Desirable** |
| * Experience of working in Higher Education at a senior level. * Board or management Team level experience within small and large organisatins * Deep and current knowledge of Research and Higher Education policy, funding bodies and their requirements within the area of Research, including relevant legislation, and the implications of non-compliance by the universities involved * Excellent knowledge and direct experience of strategic research and innovation partnerships across a range of science, social science and arts and humanities disciplines, and between universities and research partners. * Strong experience of developing, maintaining, and leveraging strategic partnerships across geographical and organisational boundaries. * Ability to motivate high performance in others, who are not necessarily within line management responsibility. * Ability to effectively manage budgets. * Ability to work effectively with wide ranging committee/working group structures. * Extensive communications and marketing experience | |
| **2.2 Relevant Qualifications** | |
| **Essential** | **Desirable** |
| * Degree or equivalent experience Qualification in corporate governance or company direction | |
| **2.3 Communication and Interpersonal Skills** | |
| **Essential** | **Desirable** |
| * Leadership, management and consistent achievement as a senior manager in an appropriate context. * Influencing and communicating in a highly effective manner to varied audiences, private and public sector. * Demonstrated ability to work very effectively with senior academic leaders and to handle cross-boundary political sensitivities. | |
| **2.4 Additional Criteria** | |
| **Essential** | **Desirable** |
| * Ability to prepare and effectively present strategic and operational plans, to think analytically and strategically and to utilize high level implementation skills. | * Experience of a range of project management approaches. |

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| **3 BACKGROUND INFORMATION** |
| **3.1 The School/Division** |
| **THE GW4 ALLIANCE**  GW4 is a strategic research alliance between four research-intensive universities in the South-West/South Wales region (Bath, Bristol, Cardiff and Exeter) designed to catalyse discovery and creativity for the benefit of society, the economy, environment, health and the arts. The combined research excellence of the GW4 alliance links the four partners together and has created a major new research powerhouse.  A key aim of the GW4 Alliance is to build research communities of scale and capability that will deliver a step change in world-class research. See [www.gw4.ac.uk](http://www.gw4.ac.uk/) for more information. |
| **3.2 The University and the City of Bristol** |
| The University of Bristol's roots date back to 1876. Since its formation it has become one of the leading institutions among the UK's Russell Group of universities and operates globally, where it is recognised for its research and academic excellence.  The University has a strong interdisciplinary approach and regularly features among the top ranking institutions in global league tables.  The University of Bristol’s mission is '*to pursue and share knowledge and understanding, both for their own sake and to help individuals and society fulfil their potential*'. This is underpinned by a vision where the University of Bristol is an international powerhouse of learning, discovery and enterprise, whose excellence is acknowledged locally, nationally and globally, and that is:   * dedicated to academic achievement across a broad range of disciplines, and to continuous innovation and improvement * research-intensive, supporting both individual scholarship and interdisciplinary or thematic research of the highest quality * a centre for intellectually demanding, research-informed education that nurtures independence of mind and helps students achieve their personal goals and serve society’s needs, both during and after their time here * an inclusive and collaborative community of scholarship that attracts and retains people with outstanding talent and potential from all walks of life and all parts of the world * a stimulating and supportive environment for all students and staff, distinguished by a commitment to high standards, respect for the individual and a strong sense of collegiality * committed to operating in a sustainable manner * engaged with society’s interests, concerns, priorities and aspirations * a major contributor culturally, environmentally and economically to Bristol and the South West * well led and responsibly run, with an emphasis on consultative decision-making and open communication as well as personal responsibility and accountability   Key to Bristol’s vision is a clear and consistent articulation of and dialogue with its many stakeholder and publics about the wide range of research carried out at the Institution and hence is often featured in many national and international media. It has a proud history of two-way dialogue as part of its research activities and addresses the world’s key challenges through an interdisciplinary approach.  The University also plays a lead role in the city of Bristol’s cultural and economic wellbeing and carries out an extensive programme of events and activities on behalf of the city, as well as being a keen supporter of partner organisations’ activities. For more information, please see <http://www.bris.ac.uk/university/> |

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| **3.3 The University’s commitment to Equality and Diversity and a Positive Working Environment** |
| As a leading global institution, we are keen to attract the most highly talented individuals from a diverse range of backgrounds. Further information on our commitment to equality and diversity can be found at: <http://www.bris.ac.uk/jobs/diversity.html>  The University’s Positive Working Environment (PWE) agenda is an ongoing process with the aim of making working life at the University of Bristol productive, rewarding, enjoyable and healthy for all colleagues. To find out more about PWE please visit <http://www.bristol.ac.uk/pwe/> |
| **4 APPLICATION PROCESS** |
| Please visit our web site at [www.bris.ac.uk/jobs](http://www.bris.ac.uk/jobs), enter the vacancy number **SUPP102349** into the job search and follow the link to the on line application process.  **The closing date for applications is Sunday…..**  Further information on the University’s application process can be found at: <http://www.bristol.ac.uk/jobs/application-process.html>  The Director (and Directorate staff) will initially be employed by University of Bristol on behalf of the 4 partners but employment could, by agreement, be formally moved to one of the other partners, or a secondment arrangement could be put in place. |
| **5 SELECTION PROCESS** |
| It is expected that the selection process will include interviews, which will be held online on **Friday ….** |