

Research and Development Director – Job Description

Salary: £48k - £55k

Overall Job Purpose:

The purpose of this position is to deliver clear leadership and to strengthen and expand research funding and the development of new business across all programme areas of **nef** and to ensure efficient, strategic and responsive project planning & people management across research teams.

The Director will lead and oversee the organisation's research function, manage programme heads and work closely with the fundraising team to: ensure financial sustainability for all programmes; develop new research funding sources; and identify and take cross-team funding opportunities in order to meet **nef** fundraising goals.

As a member of the Management Team the Research and Development Director will take a lead role in achieving the ambitious growth plans of **nef**

This position reports to the executive Director

Strategy and Overall management of nef

- Identify and respond to new opportunities for research and funding
- Strategic integration of the project diversity within **nef**
- Develop overall strategy – in conjunction with other members of the directors team and in consultation with the management team
- Leadership of all the programme areas
- manage a consistent program of **nef** Fellows

Financial management & direction

- Ensuring future financial sustainability through
 - Leading and co-ordinating **nef's** approaches to academic and institutional funders (including EU-funding)
 - Working in partnership with the fundraising team in identifying and cultivating major sources of funding
 - The generation of warm leads through promoting awareness of **nef** amongst potential donors, clients and contacts.
- Analysis of management accounts
- Problem identification and solution
- Management and strategic overview for the respective teams
- Preparation of budget
- Liaison with Operations and External Affairs Directors
- Tactical integration of the project diversity within **nef**
- Working with the Executive and Operations Directors to strengthen line and project management across the research teams and ensure optimal utilisation of human resources and the utilisation and where necessary the development of supporting systems to this end.

Managing the research function

- Providing clear leadership
- Working closely with programme heads to promote:

- Rigour and quality of project funding applications, and project design, delivery and output
- Appropriate choice of research methodology
- Empowerment of team members individually and as a whole
- Career progression and development paths for team members
- Planning of future project work and the winning of new business
- Relationship management including developing effective partnerships with other organisations and associates
- Effective cross-team working

Research, Innovation and quality management

- Implement best practice and appropriate research methods and help to establish high standards across all programme areas
- Evaluate research tools and emerging research technologies
- In conjunction with the Operations Director ensure appropriate training of research staff is undertaken
- create and support research collaborations with universities
- Contribute to a systematic approach to learning and knowledge management across **nef**
- Help to ensure consistently high standards of applications and outputs
- Lead the design and implementation of an impact assessment process across **nef**

PERSON SPECIFICATION

1. Experience Essential

- Strategic management at a senior level
- Fundraising at academic and institutional levels
- Staff performance management
- Financial management (income and expenditure)
- Strategic planning and development

2. Knowledge and experience Essential

- PhD or equivalent research experience in one or more fields related to our work
- Excellent grasp of at least one of the programme areas of **nef**
- Excellent research leadership and management skills and experience.
- Demonstrated leadership and excellence in research and research training, innovation and strategy.
- A proven track record of fundraising for major programmes and projects, including policy-oriented research, action-research &/or development projects.
- A proven track record of conceptualising, implementing and managing policy-oriented research, action-research and/or development projects.
- High level consultation and negotiation skills.
- Excellent interpersonal skills, with the demonstrated capacity to effectively work cooperatively and in partnership with diverse groups and to sensitively balance the requirements of each of these groups.
- Strong analytical skills, including expertise in data analysis.
- Knowledge and ability to implement principles of management, leadership, conflict resolution, negotiation, and motivation.

- Strongly established reputation and key relationships built in think tank, NGO and/or global economic communities.

3. Abilities and skills

Essential

- To lead a senior team effectively
- To produce successful bids for major funding of projects and programmes, meeting complex and detailed requirements of academic and institutional funders.
- To represent **nef** in a professional and culturally sensitive manner
- To appraise, monitor and evaluate projects
- To facilitate and develop good team working amongst staff
- To manage resources effectively
- To initiate, plan and prioritise own work plan
- To work under pressure with often challenging deadlines and competing priorities
- To communicate clearly in writing and orally
- To use computers and appropriate suite of software at an advanced level

4. Commitment

Must be in sympathy with the values and aims of **nef** as it seeks to establish a sustainable economy that delivers high well-being