**School Research and Knowledge Transfer Lead Role Description**

The School Research and Knowledge Transfer Lead (SRKTL) is responsible for providing research and knowledge transfer leadership to support the Head of School in meeting the research objectives of the University’s Strategic Plan.

SRKTLs will be appointed to the role by the Head of School. They will have oversight of the development of research within the school, take a lead role on the development and implementation of School and University research and knowledge transfer plans, and provide leadership and support for REF and KEF submissions. They will be a member of the School Leadership Team and of relevant University committees.

*The SRKTL should:*

· hold a doctoral-level degree;

· hold sole/experienced supervisor status;

· hold an appointment at Associate Professor or Professor level.

*Delegation and sharing of responsibilities:*

· responsibilities may be delegated and/or shared with academic staff within the School, subject to approval by the Head of School;

· in addition, School Research Leads will undertake academic duties that are commensurate with their academic grade.

*Specifically, SRKTL will:*

· play an instrumental role in enhancing the significance, originality and impact of research (and knowledge exchange) conducted within the School for the benefit of students and staff.

· lead on developing a culture in which teaching is increasingly research based.

· serve on, or chair, School or University committee(s) as required;

· provide leadership on, and take responsibility for, research and knowledge transfer development within the School;

· support the Head of School in meeting the research and knowledge transfer objectives of the School;

· oversee and facilitate bids for research funding in support of the Schools, and in collaboration with the Research Office and the wider University;

· oversee and facilitate knowledge transfer activities in support of the Schools, and in collaboration with the Business Development Office and the wider University;

· take responsibility for REF submissions made from the School, as appropriate;

· provide postgraduate researchers and the SPGRL with support to succeed. (In cases where the SRL is involved in the research student’s supervision, support must be delegated to another appropriately qualified individual);

· work with the SPGRL and the supervisory teams to identify any matters of concern raised by postgraduate research students, or any issues which may have wider university policy or procedural implications;

· provide advice to the Head of School on staff research development needs e.g. for PDRs, promotion, PGR supervision, academic leave;

· oversee data collection in relation to research and knowledge transfer activities and academic performance and use this to improve School outcomes;

· work in a distributed model of leadership. Specifically, collectively with the School Leadership Team:

o Manage a bi-annual Performance and Development Review process for all School colleagues.

o Respond to employee relations cases.

· maximise the impact of the network of SRKT leads across the University.