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Research Operations Manager

Job id: 095109. **Salary:** £43,205 - £50,585 per annum, including London Weighting Allowance.

Posted: 11 September 2024. **Closing date:** 06 October 2024.

Business unit: Natural, Mathematical & Engineering Sci. **Department:** Physics.

Contact details: Simone Kippins. simone.kippins@kcl.ac.uk

Location: Strand Campus. **Category:** Professional & Support Services.

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About us

The Research Operations Manager is a key position in the Department of Physics within the Faculty of Natural, Mathematical & Engineering Sciences (NMES), playing an important role in managing the research operations within the Department. Responsibilities include line managing the Department's Senior Research Operations Officer, providing the support and guidance they need to successfully deliver in their role, having oversight of all research activity across the department and ensuring that research staff and academics in the department receive high-quality support.

The post will report to the Senior Department Manager and work closely with the Faculty Research Team.

This is an exciting opportunity to take up a post that will be managing the research landscape for our innovative and creative academic physics scientists.

About the role

The Research Operations Manager will work as part of a team to ensure consistent management, delivery, and oversight of all research activity in the department by providing high quality and effective administrative support, in accordance with university and faculty priorities, timelines and policies.

Providing direction and line management to Senior Research Officer, you will be responsible for allocating resource to ensure consistent and effective service delivery. You will lead and enable the team to provide a high level of customer support to relevant stakeholders.

There will also be opportunities to represent the faculty in wider university activities and committees, in support of the faculty's interests, and to work collaboratively with university functions. You will also ensure that staff are aware of their purpose and are engaging with a shared vision for the university and the faculty.

Successful candidates will have a proactive approach to leadership with experience of line management and creating high performing motivated teams. They will have a good understanding of research administration in Higher Education, a commitment to continuous improvement and excellent communication skills.

The role is currently hybrid role, and the role holder will spend part (40%) of their working week on campus and part of the week working remotely.

This is a full-time post (35 hours per week), and you will be offered an indefinite contract

There are two positions available, one for the Physics department, and the other one will be a Faculty position.

About you

To be successful in this role, we are looking for candidates to have the following skills and experience:

Essential criteria

1. Experience of supporting research activity within the Higher Education sector and a strong understanding of the research funding landscape.
2. Excellent written, oral, and interpersonal communication skills, with the ability to communicate clearly and appropriately with staff at all levels, within and outside the organisation.
3. Highly numerate and analytical with proven experience of dealing with budgetary and financial processes, ideally relating to research funding.
4. Excellent organisational and time management skills, with the ability to prioritise effectively and delegate tasks appropriately and work to tight deadlines.
5. Experience of producing detailed reports using complex data from a wide range of sources.
6. Ability to work independently and as part of a team.
7. Excellent IT skills, including experience of using and manipulating databases and other electronic resources.
8. Ability to provide management information to a high level of detail and accuracy

Desirable criteria

1. Educated to degree level or equivalent professional experience
2. Experience of leading and managing teams

3. Strong commitment to equality and diversity in the workplace through inclusive management practices

Downloading a copy of our Job Description

Full details of the role and the skills, knowledge and experience required can be found in the Job Description document, provided at the bottom of the next page after you click "Apply Now". This document will provide information of what criteria will be assessed at each stage of the recruitment process.

Further Information

We pride ourselves on being inclusive and welcoming. We embrace diversity and want everyone to feel that they belong and are connected to others in our community.

We are committed to working with our staff and unions on these and other issues, to continue to support our people and to develop a diverse and inclusive culture at King's.

We ask all candidates to submit a copy of their CV, and a supporting statement, detailing how they meet the essential criteria listed in the advert. If we receive a strong field of candidates, we may use the desirable criteria to choose our final shortlist, so please include your evidence against these where possible.

To find out how our managers will review your application, please take a look at our '[How we Recruit](#)' pages.

Interviews are expected to be held in the week commencing 7th October.

The post is currently vacant, so an expected start date from the 21st of October is possible.

We are able to offer sponsorship for candidates who do not currently possess the right to work in the UK.

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