

INVESTING IN EXCELLENCE

Vacancy ref: 4430

LIVERPOOL JOHN MOORES UNIVERSITY JOB DESCRIPTION

Title:	Head of the Research Institute for Sport and Exercise Sciences
Department:	School of Sport and Exercise Sciences
Grade:	Professorial Scale
Salary:	Competitive salary
Hours:	35 Hours per week
Contract Length:	Faculty of Science, Tom Reilly Building, Byrom Street, Liverpool
Reporting to:	Director of School
Location:	Tom Reilly Building/Student Life Building although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.
Introduction:	The Research Institute for Sport and Exercise Sciences (RISES) is a world-leading research institute and the thriving home of research, innovation and impact activities within the School of Sport and Exercise Sciences. The Head of RISES provides overall strategic leadership and line management to academic staff within the Research Institute and the School of Sport and Exercise Sciences with respect to promoting and extending a culture of high quality and world leading research related activities. The appointed person will also be expected to make broad contributions to the academic work of the School of Sport and Exercise Sciences, the Faculty of Science and the University in general, especially in areas related to research, innovation and impact.

Purpose of the role

The person appointed will be expected to provide the strategic academic leadership and operational management required for promoting high quality research and the continuous enhancement of the world-leading research environment of the Institute (100% 4* Research Environment in REF2021). The role includes an important strategic planning and implementation element in line with the Institute's Research and Impact Plans but also the relevant Faculty and University Strategy. The person appointed will also be expected to promote the University's values and the development of an inclusive, supportive and vibrant research and innovation environment focused on impact.

Academic Leadership

- Responsible for leading and promoting high quality research and the further enhancement of the Research Institute's international reputation.
- To lead, mentor and monitor research active staff in pursuit of international and world leading status.

- To develop and deliver a co-ordinated research and impact strategy.
- To co-ordinate and produce research and knowledge exchange assessment submissions (REF/KEF) according to University and Research England timetables.
- To represent the Director of the School of Sport and Exercise Sciences on Faculty, Institutional and National research related committees.
- To maintain a profile of excellence in personal research and related academic duties.
- To disseminate issues relating to research governance, ethics and training.
- To liaise with research group and programme leaders to ensure subject provision is appropriate for the effective delivery of high-quality research-informed undergraduate and postgraduate provision.
- To promote a culture of high-quality research within RISES, including improving participation and performance in the Research Excellence Framework (REF).
- To promote academic related activities which develop and diversify external income.
- To maintain and develop the internal and external relationships of the Research Institute with key local, national and international stakeholders, whilst enhancing its external academic reputation.

Operational Management

- Formal line management responsibilities for the academic staff in the subject area including:
- Allocating duties to RISES staff to ensure academic objectives are met, while ensuring an equitable distribution in the overall workloads (including teaching, research, administration) of individual staff.
- Identifying and advising the Director of School and Pro-Vice Chancellor Science on future staffing needs.
- Taking an active role in the selection and recruitment of new academic staff.
- Operation of staff appraisal and staff development schemes within RISES.
- Representation of RISES on the School Management Team.
- Facilitating effective communication with the School and Faculty.
- Ensuring the effective operation and compliance with all agreed Institutional, Faculty and School policies and procedures within the subject area including research integrity, open research, and Equality, Diversity and Inclusion.

Strategic Planning

- Monitoring developments within RISES to ensure all aspects of provision remain current and relevant.
- Contributing, as appropriate, to the development of School strategy.
- To develop and deliver short and long-term research strategies in consultation with the Director of School and key internal and external stakeholders.
- Representing the School at key Faculty and Institutional strategy groups.
- To take a leading role in organising the unit submission to REF2028, as or in collaboration with the Unit of Assessment coordinator.
- To attend relevant national/international meetings relating to research excellence.

University and External Role

- Represent RISES and/or the School, on relevant fora, as determined by the Director of School and Pro-Vice Chancellor Science.
- Represent RISES on external fora, including Professional Bodies, as determined by the Director of School, Pro-Vice Chancellor Science, Pro Vice Chancellor Research and Knowledge Exchange and other ELT members.

Citizenship
<ul style="list-style-type: none"> • Contribute to a supportive working environment and develop productive working relationships with other team members. • Support colleagues with less experience and advise on personal development; train/advise on own area of expertise where appropriate; coach and support colleagues in developing research. • Attend and make a positive contribution to relevant school meetings. Lead, participate in and assist the work of committees, working parties and panels etc. • Set up, develop and sustain new relationships with client organisations, professional bodies or other universities/networks, provide consultancy/ professional advice to such bodies or act in the capacity of external examiner to other institutions. • Generate external recognition for self and school and participate in engagement activity such as community liaison. Contribute to the creation and/or development of social enterprise, cultural enrichment or outreach events beyond the University's own initiatives. • Act as an ambassador for the University in all interactions with current and prospective students, staff and visitors to the University, external partners, media and general public. • Promote the University's values of an inclusive and diverse community.
Values and Regulations
<ul style="list-style-type: none"> • Any other duties commensurate with the grade as deemed necessary by the Director. • Commitment to LJMU's values and regulations, including equal opportunities policy, the AUA (Association of University Administrators) Statement of Values and AUA CPD Framework. • Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities; the post holder is required to minimise environmental impact in the performance of the role and actively contribute to the delivery of LJMU's Environment and Sustainability Policy. • The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Strategic Management Team, are contained in Section 2 of the University's Safety Management Code of Practice MCP1 Organisation for the Implementation of the Health and Safety Policy. • For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

Person Specification	
Describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant	
Essential Factors	Evidence
A PhD as appropriate to discipline	<i>Application</i>
An established international research profile in an area aligned to sport, physical activity, exercise and health that has the potential to build on the success of the REF2021 submission.	<i>Application and Interview</i>
Academic Leadership Experience	<i>Application and Interview</i>
Experience of leading, co-ordinating and/or involvement in the development of research quality assessment submissions to REF exercises in the UK or equivalent assessments abroad	<i>Application and Interview</i>
Ability to bring a strategic approach to the role, taking account of the University's Strategic Plan	<i>Application and interview</i>

A substantial record of high-quality publications at international level	<i>Application</i>
Experience of developing research proposals, success in attracting external funding and managing research projects	<i>Application and interview</i>
Experience of leading research teams and an ability to mentor and support colleagues to develop further their national and international research profile and impact	<i>Application and interview</i>
Evidence of activities indicating esteem (eg invited keynotes, journal editor/editorial board, editing/contributing to special issues and/or leading textbooks, government and UKRI/Research England committees or panels, etc)	<i>Application and interview</i>
Experience of developing and evidencing the reach and significance of research impact	<i>Application and interview</i>
Successful supervision, to completion, and external examination, of postgraduate research students (MPhil/PhD)	<i>Application</i>
High level interpersonal and communication skills with proven ability to provide inspirational research leadership and to lead, influence and motivate others	<i>Application and interview</i>
An ability to deliver an innovative and inspiring educational experience at undergraduate and postgraduate levels	<i>Application and interview</i>
Excellent understanding of the HE climate and ability to respond to challenges and opportunities for the discipline area in a local, national and international context	<i>Application and interview</i>
Experience of supporting innovation and delivering excellence in undergraduate and postgraduate teaching	<i>Application and interview</i>
Ability to work flexibly and to adapt to changing demands and circumstances	<i>Application and interview</i>
Evidence of ability to work professionally and effectively under pressure to meet tight deadlines	<i>Application and interview</i>
Commitment to LJMU's values and regulations, including equal opportunities policy	<i>Application and interview</i>

Desirable Factors	Evidence
Experience in the production of successful national and international REF submissions and impactful case studies and/or experience as a REF panel member	<i>Application and interview</i>
Membership of a relevant professional or teaching body	<i>Application and interview</i>
Experience of public and media engagement	<i>Application and interview</i>
Evidence of collaborative work with key local, national and international sport, exercise and/or health organisations and/or other sport governing bodies	<i>Application</i>
An ability to translate high level research to inform local, national and international audiences through civic and public engagement activity	<i>Application and interview</i>

Benefits of working with us
Annual leave: allowance of 30 days (for grade 3-7 staff and Executive Leadership Team) and 35 days (for grades 8 and above) plus 8 public holidays.
Pension: access to a generous defined benefit pension scheme.
Travel: various interest free travel loans for annual season tickets and cycle to work scheme.
Flexible working: maintain a healthy balance between work and home life with opportunities to work flexibly - including flexi time and job sharing where possible.
Health and wellbeing: we offer a wide range of wellbeing support including Employee Assistance Programme, mental health support, annual voluntary dental plan and on-site gym facilities.
Professional development: LJMU is committed to the support and development of its staff. It encourages individuals and teams to embrace opportunities for skill development, self-improvement and knowledge enhancement in order to reach their potential and meet their career ambitions. As part of this commitment, we offer a wide range of engaging and impactful training and development opportunities as well as the chance to take part in special projects/cross-university work and embark upon one-to-one coaching and mentoring.
Community: there are plenty of opportunities to give back to the community through volunteering, supporting our Corporate Charities and getting involved in groups such as LJMU Together which recognises the contribution of our lesbian, gay, bisexual, and transgender staff and students, Disability Equality Group and Culturally Diverse Group. There is also an opportunity to give to charities through the Payroll Giving scheme.
'More For You' from Vivup: in addition to the great benefits above, our close ties to organisations and businesses within the region and further afield means we can offer discounts for many shops, restaurants and services and free or discounted tickets to a range of events.

