**Job title:** Director of Cathie Marsh Institute for Social Research (CMI)

**Start/duration:** 1st August 2022 for 3 years

**WAM Allocation:** 40-60% dependent on negotiation with Faculty Vice-Dean for Research and Head of School

**Based at:** School of Social Sciences

**Responsible to:** Head of School

**Institute Vision:**

The Cathie Marsh Institute for Social Research (CMI) in the School of Social Sciences is a leading Research Institute in Quantitative Social Science. Its core mission is to provide innovative and rigorous empirical answers to contemporary social and political questions, and to empower others to do the same. Reflecting its standing as an internationally recognised centre of excellence, the CMI has held and continues to win large and prestigious cross-disciplinary awards.

Our work contributes to advancing quantitative social science in three main ways. First, we are actively engaged in developing new methods and forms of data to conduct quantitative social science research. Second, we use new and established quantitative methods to answer important social and political questions. Finally, we provide extensive training and capacity building in the use of quantitative methods and data management to ensure best practice among researchers within and beyond of academia. Our strength lies in our agile, inter-disciplinary research culture that enables us to combine methodological innovation with investigation of major societal challenges at local, national and international levels. While we encompass a range of quantitative expertise, the Institute has a growing strength and reputation in the emergent field of Social Data Science. We actively support the development of researchers at all career stages, with a particular focus on early career researchers (ECRs).

**Context**

The Institute Director reports to the relevant Head(s) of School and the Faculty Vice-Dean (Research) and will be a key member of the School of Social Sciences Senior Leadership/Management Team and the Faculty of Humanities Research Strategy Committee (HRSC). The post holder will ensure the strategic development of the Institute against key performance measures, as agreed at its annual strategy board and assessed on an annual basis by UMRI, ensuring its robust contribution to the University’s research strategy and goals.

**Purpose**

* Champion the provision of internationally recognised excellence in research and research impact, and related activities (including where applicable Social Responsibility) ensuring a stimulating, and well-managed environment.
* Contribute to the delivery of the University’s Research & Knowledge Exchange, Business Engagement and Internationalisation strategies.
* Responsible for the effective and efficient use of allocated Institute resources to maximise the Institute's contribution to the University’s overall strategy, with a particular emphasis on delivering world class research.
* Responsible for the career development and performance management of academic staff within the Institute, and ensuring alignment with the University's Strategic Plan.
* Accountable for the effective governance and management of the Institute, including adherence to academic, research and administrative principles and policies.
* Act as an Ambassador for the Institute and Faculty raising its profile externally including internationally and embodying good practice.
* Accountable for ensuring the overall delivery of the Institute’s strategic plan and performance metrics.

**Main Duties & Responsibilities**

* Provide academic leadership of the Institute, with a coherent vision for research and postgraduate training.
* Actively develop the Institute’s international academic profile and enhance its international recruitment and partnership development, in line with the University’s Internationalisation strategy.
* Develop the Institute’s strategies and associated financial and operational plans in partnership with its staff and the Head of School and Vice-Dean for Research; allocate the Institute resources, accordingly, with clear objectives, targets and associated measurements.
* Identify, promote and contribute resources to developing the Institute’s strengths and managing its portfolio. This will include identifying and supporting opportunities for research and postgraduate teaching programme developments internally, externally and internationally, both within existing funding streams, and where possible, through multi-disciplinary collaboration across and beyond the University.
* Achieve agreed income generation targets and ensure that the Institute capitalises upon funding initiatives from UK research funding agencies and, where appropriate, through business engagement and international sources.
* Support and promote knowledge transfer between the University and non-academic users of research through appropriate mechanisms.
* Ensure that the Institute and its members comply with University policies on research expectations.
* Attract, lead and retain staff to achieve academic excellence, supported by the Performance and Development Review processes and PREP.
* Ensure effective communication and full staff engagement, fostering awareness and application of University policies and procedures.
* Forge and maintain external relations essential to the Institute's business, promoting the University to external bodies and organisations and enhancing its reputation, profile and influence in regional, national and international forums.

**Person specification**

Qualifications

* Academic – Professorial Band 9
* PhD or demonstrable evidence of equivalent training and experience

Experience and knowledge

Essential

* A leading researcher in the field, evidence by:
  + A strong publication record
  + A successful and sustained record of winning high levels of research income
  + An assortment of accolades commensurate with the required level of research achievement (e.g. learned society roles and/or fellowships, keynote speeches, major prizes, editorships and/or editorial board membership of leading journals and/or major books and book series in the field)
* Extensive successful and sustained research leadership and team building, for example, evidenced by:
  + Development and delivery of successful cross disciplinary research initiatives and collaboration;
  + A History of successful training and development of early career researchers, including PhD students;
* Well-developed understanding of the priorities, operation and strategy of relevant funding bodies, as evidenced by a track record of funded research;
* A thorough awareness of research ethics issues.

Desirable

* Proven experience of managing staff and their performance;
* A demonstrable track record in strategic and operational management and planning;
* Experience of financial planning and resource allocation;
* Experience of leading and successfully initiating and implementing change;
* Experienced in encouraging and supporting entrepreneurial activity.

Enabling skills

Demonstrable ability to:

* Identify, create and articulate a coherent academic vision for the Research Institute.
* Deliver successful outcomes from large scale, long term thematic research.
* Combine and integrate the skills and expertise of highly motivated staff into multi-disciplinary teams, developing and building upon existing collaborations as well as creating/facilitating new opportunities.
* Engage a range of internal and external stakeholders to collaborate in identifying problems and appropriate solutions, within agreed timetables and budgets.
* Manage resources to ensure that the Research Institute is self-sustaining from income generated from research funders and other sources including teaching and research student supervision.
* Effective monitoring and decision making skills to implement corrective action if a research activity is in difficulty.