

# CANDIDATE PACK

## Student Research Manager

Graduate School

UNIVERSITY OF  
WESTMINSTER 



# OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.





# OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

## WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

## INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

## SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.





# OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

## EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

## RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

## EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

## GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.





# OUR STRUCTURE

## ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

### Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

### Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

### Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

## PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



# JOB DESCRIPTION

**Job Title: Student Research Manager**

**Reports to: Head of the Graduate School**

**Department: Graduate School**

**Grade: NG6**

## ROLE PURPOSE

To develop, deliver and lead implementation of a new student research programme, engaging current undergraduate and postgraduate students in a range of research projects and activities across the Colleges, as part of the Quintin Hogg Trust (QHT) funded Students as Researchers project.

They will manage the day to day running of the project, raising awareness of opportunities, processing applications for support, monitoring and supporting live research activities, auditing and reporting on outcomes, and supporting Schools in the development of their School-specific activities to help deliver the University's strategic commitment to 'offer every student the opportunity to experience and benefit from learning in a research and knowledge exchange environment.'

## PRINCIPAL ACCOUNTABILITIES

1. Manage the development and delivery of a programme of activities as part of the new QHT funded project, including collaborative activities including workshops and events with academic colleagues.
2. Grow the University's research profile and the impact of projects by effectively engaging students in research activities in Schools.
3. Be a champion for the project, promulgating it internally as well as externally and proactively seeking ways of capitalising on activities to develop follow-on projects.
4. Work collaboratively with academic and professional service colleagues to create new vertically integrated research activities involving colleagues, postgraduate and undergraduate students, that prepare our graduates more effectively for the workplace. This may include bringing students together across the University and from other HEI to encourage research and knowledge exchange.
5. Establish, manage and monitor the delivery of a series of strategic activities related to the QHT- funded project, such as conferences, seminars, building on existing good practice in the University and more broadly across the sector.
6. Monitor and review the development, maintenance and dissemination of accurate and up-to-date data and reports for the QHT-funded *Students as Researchers* project.
7. Work with relevant Professional Services colleagues to prepare and deliver reports and presentations to internal committees (including senior management) and to external bodies related to the QHT-funded *Students as Researchers* project.





8. Support the successful operation of the project Steering Group, preparing project and programme updates as required.
9. Take responsibility for financial management of activities within the QHT- funded project.
10. Work across teams to ensure that all activities possess the appropriate degree of innovation and creativity and enhance our capture of research funding from other sources and our preparation for the people, culture & environment and impact & engagement elements of the REF.
11. Work comfortably with external partners including TNE partners, research funders and community stakeholder groups, as appropriate.
12. Undertake any other duties within their competence, as allocated by the Head of the Graduate School.

## CONTEXT

The *Students as Researchers* project has been developed in line with the *Being Westminster* strategy to allow us to 'become a leading institution in the understanding and modelling of the nexus of research and education in a modern university' and to 'develop initiatives each year which work across our research, KE and education workstreams to promote student engagement with all aspects of RKE, including enterprise and entrepreneurship.'

The Student Research Manager will report into the Research and Education Development Group and will be responsible for managing and directing students engaged in the activities, using project management and delivery approaches and tools for delivery and evaluation.

The post holder will be skilled at building connections with academics and with research units such as centres and communities.

The role requires an understanding of research activity across a range of disciplines and the capacity to communicate research findings clearly to a range of audiences.

The post holder will have to be pro-active, flexible and have an ability to prioritise a varied and demanding portfolio of work. Opportunities for colleague development will be encouraged.

*The University requires all post holders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.*

## DIMENSIONS

It is expected that around 500 students will work as active participants throughout the project and the postholder will be responsible for coordinating work with these students.





# PERSON SPECIFICATION

## QUALIFICATIONS

### Essential

Degree or equivalent relevant practical experience.

### Desirable

Postgraduate qualification, ideally from a research-focused programme.

## TRAINING AND EXPERIENCE

### Essential

Good experience of successfully managing and leading cross-organisational projects and understanding good practice to successfully develop, track and deliver a number of projects simultaneously.

A good understanding and knowledge of the role of research and knowledge exchange within the higher education context and its connection to skills and employability.

Good and recent experience in a similar role within an academic institution or relevant business environment.

Strong experience of developing and successfully delivering activities such as workshops, conferences etc. involving multiple stakeholders.

Proven experience of capacity building in relation to community and public engagement, impact or enterprise.

Experience of successfully developing project strategies and/or objectives and formulating operational plans for implementation.

Experience of building and maintaining effective relationships with senior leaders/managers to inform strategy and make operational improvements and achieve organisational objectives.

Experience of successful business development and financial and budget management.

Competence in the use of relevant technology: Microsoft Office applications, web development and use of social media.

### Desirable

Experience of undertaking research

Experience of training and development with groups

Understanding of research impact

## APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

### Essential

Excellent project management and leadership skills



Able to demonstrate excellent oral and written communication skills, including the production of reports

Excellent interpersonal skills, and ability to establish good working relationships with both colleagues and students of the University and with a wide range of external agencies and employers.

Excellent influencing and negotiating skills.

Fully committed to creating a stimulating learning and working environment which is supportive and fair, based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

### **Desirable**

Effective presentation techniques and the ability to facilitate group training.





# HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

## Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

**The deadline for receipt of applications is midnight on 11 August 2024.**

**Interviews will take place on 23 August 2024.**

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders.

We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

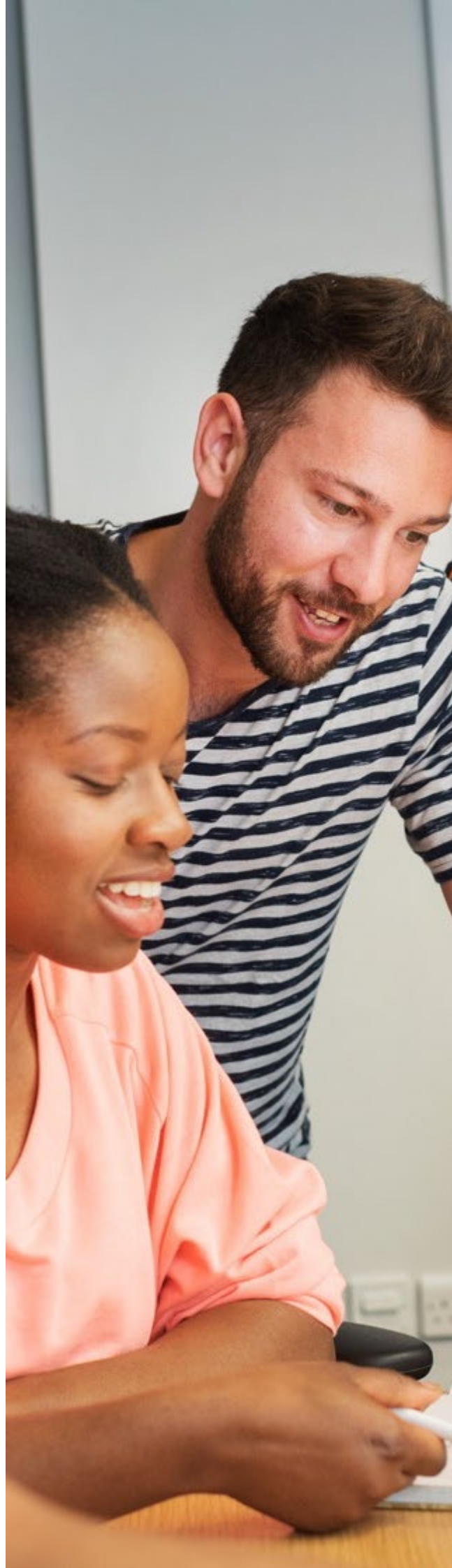
*The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.*



# OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.







[westminster.ac.uk](https://www.westminster.ac.uk)

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