# Dean of Research and Innovation

## **Job description**

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| Job Title | Dean of Research and Innovation |
| Department | Research and Innovation |
| Responsible To | Deputy Principal academic and research |
| Responsible For | Research Office and Knowledge Exchange, Graduate School |
| Grade | SPOT |
| Hours per week | Full time 35hrs per week (flexible working requests, including job-sharing considered).  |
| Location | Inverness or other location within the UHI operating area by agreement |

## **Role overview**

The Dean of Research and Innovation plays a pivotal leadership role in shaping, delivering, and embedding the University’s research and innovation strategy. This role demands a strategic mindset, operational precision, a strong commitment to enhancing UHI’s reputation for research excellence and impact, and an ability to support and oversee staff in their operational roles. The postholder will ensure the University meets national standards and expectations while seizing emerging opportunities across the university's regions and beyond.

This role leads the research strategy for the university, ensuring the strategic coordination, preparation, and timely submission of the University’s institutional return for future Research Excellence Framework (REF) exercises ensuring compliance with national REF guidelines and timelines.

The postholder will play a pivotal role in advancing the University of the Highlands and Islands' (UHI) research and innovation agenda, aligned with Scotland’s Innovation Strategy and the development of the entrepreneurial campus initiative. This will involve shaping and implementing institutional policies and initiatives that foster a culture of innovation and support the development of impactful, interdisciplinary research.

Additionally, the role includes representing UHI externally in a variety of research-related forums, partnerships, and strategic engagements, thereby enhancing the university’s national and international research profile.

The postholder will also provide expert administrative and strategic support to the Academic Titles Review Board, contribute to governance processes, and act as a key advisor to the UHI Graduate School, ensuring effective coordination and delivery of research student support.

Furthermore, the role encompasses oversight of the Research Office and Graduate School, ensuring their functions are delivered efficiently and effectively in support of the university’s broader research ambitions.

## **Key responsibilities**

**Strategic Leadership and Planning**

* Lead the preparation, refinement, and delivery of UHI’s Research and Innovation Strategy in alignment with the University’s overarching Strategic Plan.
* Present the strategy for review by internal and external stakeholders, including the University Court and funding bodies.
* Serve as the accountable officer for research and innovation KPIs, ensuring robust performance monitoring, analysis, and reporting.
* Work closely with Academic Partner Principals, Deans, and Research Cluster Leads to ensure strategic coherence and delivery across the academic partnership.

**REF (Research Excellence Framework) Leadership**

* Lead and support coordination of all aspects of UHI’s REF submission, ensuring high-quality, timely, and fully compliant returns.
* Chair the REF Steering Group and manage liaison with internal contributors and external stakeholders including the SFC and Research England.
* Ensure all audit enquiries and assurance exercises post-submission are appropriately addressed
* Propose a strategic distribution of REG (Research Excellence Grant) income across the partnership, aligned with REF outcomes and institutional priorities.

**Research Environment and Culture**

* Provide institutional leadership in ensuring a high-quality research environment for all staff and students.
* Through the Research Office, support core research infrastructure including publications and research (PURE), Open Access compliance, and researcher professional development.

**Research Governance, Ethics, and Integrity**

* Preside over UHI’s research ethics governance and serve as Deputy Chair of the Research Ethics Committee.
* Advise on institutional responses to ‘trusted researcher’ protocols and national/international data security requirements.
* Ensure preparation and submission the University’s annual Research Integrity Statement to Court.
* Ensure preparation and submission of the Research Assurance and Accountability report to the Scottish Funding Council.
* Chair key internal bodies including the University’s Research & Knowledge Exchange committee, Research Forum and Professoriate Group, promoting academic standards and research leadership.

**Innovation, Commercialisation, and Knowledge Exchange**

* Lead UHI’s response to Scotland’s Innovation Strategy, ensuring alignment with national priorities and regional strengths.
* Oversee the development of research commercialisation across UHI.
* Oversee management and support for knowledge exchange initiatives such as Innovation Vouchers, Knowledge Transfer Partnership’s, and UHI’s engagement with Converge and Interface.
* Ensure appropriate and efficient management of the Knowledge Exchange Innovation Fund, including financial planning and sector group engagement.

**Graduate School and National Representation**

* Represent UHI, alongside other UHI colleagues, at Scotland’s Graduate Schools and national bodies such as Vitae.
* Support and oversee the work of the UHI Graduate School to promote high standards in research degree provision and postgraduate researcher experience.
* Ensure that actions arising from national forums are implemented appropriately across the University.

**Engagement and Events**

* Provide leadership to support the organisation and institutional research events including the UHI Research Conference, promoting visibility and collaboration across the research community
* Act as a visible and engaged representative of UHI in research and innovation activities regionally, nationally, and internationally.
* To make a strategic and purposeful contribution to the wider senior academic and management leadership teams at UHI.

## Other **responsibilities**

* Identify, manage, and report on risks associated with the role.
* Participate in the university’s performance and development review procedure.
* Take due care of yourself and others in respect of health and safety.
* Attend training courses that may be identified as necessary by your line manager.
* Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040.
* Such other duties temporarily or continuingly, as may reasonably be required which are commensurate with your grade.

Date: 23/07/2025