**JOB DESCRIPTION**

**JOB ROLE:** Director of Science

**JOB HOLDER: tbc**

**JOB PURPOSE:** Strategic oversight and raising the profile of the MBA Science Programme. To undertake an independent and/or collaborative research programme. Collaborate across directorates and functional boundaries to ensure facilities, infrastructure and technical support are fit for the future of the MBA Science programme.

**ACCOUNTABILITY:**

**Essential experience/skills/qualifications:**

* Successful marine biology research background with strong publication record
* Innovative public engagement and scientific outreach portfolio
* Demonstrable experience of successful management of research teams
* Strategic thinker with proven ability to set scientific strategy and direction
* Leadership and change management skills with a passion for continuous improvement
* Excellent communication, interpersonal, and written skills to engage effectively with a wide variety of internal and external stakeholders
* Proven ability to collaborate across functional boundaries to achieve shared goals
* PhD

**Desirable experience/skills/qualifications:**

* Considerable management experience and/or management training/qualifications
* Experience of driving health, safety and regulatory compliance
* Familiarity with operational management (facilities/HR/finances/IT)
* Experience of embedding EDI principles and practise into strategy and research
* Familiarity with data management and FAIR (**f**indability, **a**ccessibility, **i**nteroperability, and **r**eusability) principles

**Key responsibilities and skills**

**Strategy and Leadership**

* Lead the production and implementation of the MBA Science Strategy
* Oversight and line management responsibility of Research PIs in the MBA Science programme (including Data and Information); (*LM responsibility may be shared with MBA Chief Executive as required*)
* Collaborate across directorates to plan for facilities, infrastructure and technical support needs fit for the future

**MBA Executive Team (MET)**

* Be a member of the MBA Executive Team representing MBA Science
* Ensure all Science operations, strategy and business planning are reported
* Oversight of financial budgeting, target setting and budget management of MBA Science pillar
* Provide EDI leadership throughout the MBA Science programme
* Represent MBA Science and MET to MBA Council
* Secretary to the Trustee Research Committee

**Stakeholder Engagement**

* Demonstrate impact of MBA Research through different avenues in liaison with relevant internal and external experts and stakeholders:
  + Public Engagement
  + Scientific Outreach
  + Training and Events (and CPD)
  + Marine Biologist Magazine
  + Annual Report (and/or Impact Report) for wider MBA
* Develop policy engagement portfolio (national – e.g. representation to UK Government departments; international – e.g. UN Decade; foreign government–funded research programmes and/or NGOs), in liaison with the Director of Association and MBA Chief Executive
* Develop wider national engagement portfolio (e.g. with other research organisations and Marine Biology – focused universities)

**Research and Education**

* Maintain an active research programme in your discipline and develop the appropriate methods and techniques
* Take financial management responsibility (including overheads) for your personal research team, to include annual budget setting, monitoring revenue income and expenditure in order to achieve cost recovery
* Publish high quality research papers on a regular basis
* Supervise at least one PhD student as primary supervisor at any one time
* Teach on MBA MRes programme as requested, supervise at least 1 MRes student annually

**Income generation**

* To be productive in the generation of new funding lines as either a PI or Co PI
* Liaise as appropriate with internal and external colleagues, external partners and stakeholders, to facilitate research and funding opportunities
* To be proactive in identifying commercially-related funding opportunities to enhance your research programme and MBA Science delivery

**Contract Activity and Management**

* Conduct timely and accurate reporting of contracts, research council activity (ResearchFish) and external meetings
* Supervise the work of Research Assistants, Masters Students and Undergraduate students as required

**Outreach**

* Develop strategy to enhance personal external profile (with support from MBA Comms)
* Represent the MBA to support organisational profile

**Other**

* Develop a personal 5-year career plan (to update annually). Set ambitious stepwise annual SMART goals with clear measures and milestones (as part of the appraisal process) to help achieve your career goals.
* Aim to report at least fortnightly to the Director
* Undertake ad hoc tasks identified as being within the job-holder’s capabilities