

Job Description

Job Title: Business-Side Change Manager

Research, Business & Innovation Directorate

Grade: F

Role profile: SMF2

Time: FTE 1.0

	Duties of the role
Overall purpose of the role	<p>This role will play a pivotal requirement within De Montfort University's Research and Business Innovation (RBI) Directorate, which supports the institution's research ambitions across academic and professional services with a particular focus on the implementation of the Integrated Research Platform (IRP). The postholder will be responsible for planning & delivery of all training & communications for stakeholders around the change, ensuring a smooth transition to new ways of working in the implementation of the IRP, in alignment with DMU's strategic goals. The role requires both technical and interpersonal skills as well as a proactive approach to project management delivery. Key responsibilities of the post during the project's delivery stage include working with other project leadership roles to plan for, manage and monitor the University's change from 'As Is' to 'To Be' state. The post holder will be responsible for planning & delivery of all training & communications for stakeholders around the change, ensuring a smooth transition to new ways of working. This role will hold specific responsibility for data protection protocols, specialist advisory responsibility, independent decision-making, policy development, leading and mentoring others, noting resource implications. This role will play a leading role in key strategic decisions to support the effective IRP implementation across the university that will impact the majority of staff.</p>
Main duties and responsibilities	<p>1. Leadership & People Development</p> <ul style="list-style-type: none"> • Lead and coordinate the research management project teams and working groups, to ensure the planning & delivering of effective communication & collaboration across faculties and professional services to enable the use of the new platform system. • Own & advise on planning for the project's delivery stage, including with stakeholders to map implementation deployment timings, training and comms plans and, as necessary changing & adapting planning during the project lifecycle • Lead on comms plans and training in the deployment of the system • Act as a principal leader to deliver on the deployment of the new research platform solution, including planning, stakeholder engagement, testing, and go-live support as relevant, with direct expertise on financial applications ensuring a smooth & seamless transition of project outputs & outcomes into 'Business as Usual' use, minimising disruption to the University's day-to-day activities. • Provide coaching and mentoring to colleagues and system users to build institutional capability in research information management. • Work with the project transformation office on project documentation including timelines, risk logs, and progress reports working with the wider project team with input into monthly analysis of status and reporting.

	Duties of the role
	<p>2. Project & Resource Management</p> <ul style="list-style-type: none"> • Manage discrete projects within the Research and Business Innovation Directorate, to be accountable for comms, training aligned to timelines and reporting (e.g. IRP, Staff development and training programmes) • Develop performance metrics and evaluation frameworks to measure system adoption and impact. • Support data migration and integration activities with existing systems (e.g., SAP, HR, Finance, Worktribe Ethics). • Monitor project progress and escalate risks or issues as needed. • Ensure compliance with DMU's ICT standards, data governance, and accessibility requirements. • Work with the strategic project manager (Transformation Office) & the wider project team, to inform, maintain and take responsibility for information cascade to research stakeholders, & appropriate feedback & escalation of risks & issues into the project governance. • Contribute to post-implementation reviews and identify opportunities for embedding new behaviours and continuous improvement. <p>3. Strategic and Policy Contribution</p> <ul style="list-style-type: none"> • Contribute to the development of research information management policies and procedures, advising senior stakeholders on best practice and ensuring compliance with sector standards (e.g., REF, UKRI, Open Access). • Provide expert guidance to academic and professional services teams on research data management, data protection, supporting the university's strategic research objectives. <p>4. Specialist Knowledge & Advisory Role</p> <ul style="list-style-type: none"> • Act as the institutional subject matter expert for the Integrated Research Platform, advising on functionality, integrations, and future development. • Represent DMU in external networks and user groups, influencing sector best practice in research management systems. • Produce reports using own expertise to advise on challenges and strengths of the system for users. <p>Other</p> <ul style="list-style-type: none"> • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation. • All members of staff are responsible for their contribution to improved environmental performance and for reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their role at the University. Staff conduct must reflect the values inherent in the Environmental Policy, and where required, staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	A degree or equivalent work experience.	Essential		✓			✓
	Postgraduate qualification or substantial equivalent experience in project management, research administration, or digital transformation.	Essential		✓	✓		
	Experience in a higher education or research environment.	Essential		✓			
Planning and Organisation	Experience coordinating or supporting the implementation of systems or projects	Essential		✓	✓		
	Experience in managing large projects and initiatives.	Essential		✓	✓		
	Strong organisational and time management skills.	Essential		✓	✓		
	Experience in independently managing projects with significant institutional impact, including budgetary oversight	Essential		✓	✓		
	Experience leading multi-stakeholder working groups and influencing policy or procedural development.	Essential		✓	✓		
	Experience/knowledge in the Research Excellence Framework (REF),	Essential		✓	✓		
Monitoring and Analysis	Proficient with Microsoft Office applications or similar, with an aptitude for learning new packages for data management and analysis.	Essential		✓			
	Familiarity with data handling, testing, or training processes.	Essential		✓	✓		
	Understanding and application of risk management principles in project delivery.	Essential		✓	✓		
	Experience and proficiency in producing data reports for stakeholders at various levels within the organisation.	Essential		✓	✓		
	Ability to monitor project progress and escalate risks or issues appropriately.	Essential		✓	✓		
	Experience contributing to post-implementation reviews and identifying opportunities for continuous improvement.	Essential		✓	✓		
	Experience with using a Research Information Management System (RIMS) or Current Research Information System (CRIS), e.g.,	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	PURE, to migrate and manage research outputs data.						
	Excellent numerical and analytical skills, including the ability to interpret and visualise datasets.	Essential		✓			
	Able to express complex information and ideas coherently using a variety of methods.	Essential		✓	✓		
	Proven ability to design and implement performance measures, analyse complex datasets, and provide recommendations for strategic decision-making.	Essential		✓	✓		
	Experience drafting policy proposals or institutional guidance documents for senior management.	Essential		✓	✓		
Communication and Teamwork	Clear and confident communication skills.	Essential		✓	✓		
	Ability to craft communications plans, effectively tailoring comms strategy & messaging to different stakeholders	Essential		✓	✓		
	Experience working with multiple stakeholders across departments.	Essential		✓	✓		
	Ability to work independently and as part of a team.	Essential		✓	✓		
	Proven ability to lead cross-functional project teams and mentor less experienced colleagues.	Essential		✓	✓		
	Experience representing the institution at external professional or sector-wide events.	Essential		✓	✓		
Personal Effectiveness	Able to work effectively in teams, to collaborate with a wide range of people, including senior stakeholders.	Essential		✓	✓		
	Attention to detail and a methodical approach to problem-solving.	Essential		✓	✓		
	Ability to manage own workload, plan proactively and effectively, balance competing priorities and work to deadlines.	Essential		✓	✓		
	Ability to work independently as the	Essential		✓	✓		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	institutional expert on research systems, advising senior leadership with minimal supervision.						
	Demonstrates leadership in driving institutional change initiatives.	Essential		✓	✓		
Our Values and Behaviours at DMU							
Collaborative	Support colleagues to achieve outcomes whilst being aware of personal impact of individual contribution and impact on colleagues	Essential					
Compassionate	Act openly and honestly, showing care to others and holding oneself accountable for own actions	Essential					
Creative	Striving for better, offering constructive challenge to creatively explore solutions and innovations to improve	Essential					
Community-minded	Treating others with respect, demonstrating empathy and embracing alternative views and values whilst seeking to tackle inequalities	Essential					