**DRAFT – March 2019**

**Role description for Heads of Research Centres**

**Standing:** Each Research Centre will be led by a Head or Heads of prominent national/ international standing drawn from the Professoriate.

**Tenure:** Heads of Research Centres are appointed typically for three years from 1 August with an end of term of 31 July, appointments being renewable. Proposals for amendment/renewal to the headship of a Research Centre follow the same approval route as the establishment of a Centre:

* University Research Centre – supported by the appropriate Faculty RPP Committee and approved by the RPMC, then confirmed with the Project Delivery Manager (RDS)
* National / International Research Centre – supported by the appropriate Faculty RPP Committee, endorsed by the RPMC, and approved by UET, then confirmed with the Project Delivery Manager (RDS)

**Purpose of Research Centres:**

Research Centres are the public face of BU’s research. They bring together individuals and research groups from across the University to form collaborative and cross-disciplinary groupings which, through the development and delivery of world-leading research, strengthen and underpin the delivery of the BU2025 vision.

**Main responsibilities:**

* Setting the Centre’s aims and objectives, ensuring these are aligned those of the Faculty, the University and national/ international priorities, including those of major funders.
* Leading the Centre’s strategic direction and actively ensuring members are working collaboratively to meet the aims and objectives.
* Ensuring the Centre follows the BU2025 Principles Underpinning Research Development.
* Responsible for ensuring the effective internal and external promotion of the work of the **Centre** and for the timely and appropriate upkeep of the Centre’s web presence.
* Championing research within the Faculty and actively contributing to the vitality and sustainability of the research culture of the Faculty and the University.
* Encouraging and facilitating cross-Faculty and multi-/interdisciplinary research.
* Ensuring that the Centre operates within and complies with the systems and processes in place within BU.
* Leading the identification of new funding streams, calls and priorities and actively ensuring colleagues in the Centre are pursuing these.
* Leading the Centre’s annual reviews and reporting on the Centre’s activities and strategic direction as requested.
* Contributing to REF preparations.
* Ensuring the Centre’s work is achieving impact both within and beyond academia, including overseeing the development of impact case studies arising from the Centre’s body of research.
* Agreeing membership of the Centre and keeping this up to date.