

Role Profile

Job Title:	Head of Research Fellowships & Partnerships
Directorate:	Programmes
Reports to:	Associate Director, Research
Responsible for:	Senior Programme Managers and their teams

Overall Aim

At the Royal Academy of Engineering, we are creating and leading a community of outstanding experts and innovators to engineer better lives. The Research and Invention Fellowship (RIF) product is the main way the Academy supports engineering talent through long-term fellowship programmes and accelerate inventions and innovation for societal benefit at scale. These fellowships cover all career stages, enabling industry-academic collaborations and translation of research. The RIF product is owned by the Associate Director and is overseen by two Heads of Service and their teams: Head of Research Fellowship & Partnerships and Head of Invention Fellowships & Translation. The Heads of Service will work closely with our Associate Director to support the delivery of the RIF product.

The Head of Research Fellowships & Partnerships will lead the delivery and continuous improvement of the Academy's leading Research Fellowship and partnership schemes, supporting talented engineers at key career stages and strengthening partnerships between academia and industry.

The postholder will ensure the effective management of a high-volume, high-profile portfolio of schemes, maintaining consistently high standards of quality, fairness, inclusion and assurance. The Head will lead and develop a team of programme staff and will work closely with internal and external stakeholders—including academia and industry partners—to maximise the impact and reputation of the Academy's research fellowships and partnership programmes. By actively developing and strengthening industrial and corporate partnerships, the postholder will further enhance the Academy's effectiveness in supporting engineering talent at key career stages.

Key Responsibilities

Leadership and strategy

- Lead the Academy's Research Fellowship and partnership schemes, ensuring they remain relevant to user needs and are delivered to high-quality and aligned to organisational priorities. The Research Fellowships support outstanding early-career researchers to support them to become future research leaders in engineering and these partnership schemes. The partnership schemes are:
 - Intelligence Community Postdoctoral Research Fellowship – supported by the Government Office for Science, these Fellowships support outstanding early career researchers in science and engineering. These Fellowships are designed to promote unclassified basic research in areas of interest to the intelligence, security and defence communities.
 - The Research Chairs and Senior Research Fellowships and Industrial Fellowship schemes supporting UK-based academics to deliver impactful engineering research in partnership with industry.

- Leverhulme Trust Research Fellowship – allowing academics to concentrate on full-time research and be relieved of teaching and administrative responsibilities.
 - Academies Partnerships in Supporting Excellence in Supporting Excellence in Cross-disciplinary research (APEX) -in partnership with the British Academy, the Royal Society and supported generously by the Leverhulme Trust, these awards established independent researchers the exciting opportunity to pursue genuine interdisciplinary and curiosity-driven research to benefit wider society.
- Contribute to departmental planning and decision-making, providing expert insight on programme performance, risk and future development.
 - Act as a visible and credible lead for these programmes, championing best practice in programme delivery, inclusion and collaboration.
 - Work collaboratively with the Head of Invention Fellowships & Translation and actively support the Associate Director in the strategic oversight and development of the wider RIF product.
 - Work closely with internal EDI colleagues to ensure equitable programme design and practices.
 - Proactively identify, develop and lead areas of cross-departmental collaboration for greater impact against Academy strategic objectives and effective use of organisational capability.
 - Identify new opportunities for the Academy, work with other colleagues to sustain existing and secure new incomes streams for the research schemes.

Programme management/Programme Oversight (if applicable)

- Lead delivery of Research Fellowships and partnership schemes, ensuring delivery to agreed objectives, timelines and quality standards.
- Support the Associate Director in developing the Research and Invention Fellowship flagship product to ensure proven delivery, repeatability, scalability, system-level impact and user-centred design.
- Maintain oversight of a portfolio of c.£42m, ensuring effective forecasting and reporting and timely responses to emerging financial risks or pressures.
- In collaboration with Heads of Invention Fellowships & Translation and Grant Processes & Operations, drive efficiency across the portfolio by streamlining processes, maximising value for money and ensuring resources are deployed proportionately to risk and impact.
- Work collaboratively with Head of Grant Processes & Operations to ensure all activity complies with funder requirements, charitable objectives, legal and regulatory obligations, maintaining appropriate documentation and audit trails.
- Work with Monitoring & Evaluation colleagues to maintain strong evidence base on outputs, outcomes and impact.

Stakeholder management

- Develop and maintain strong relationships with relevant stakeholders, including Academy Fellows, universities, relevant Government departments and organisations, UKRI and other National Academies to build the Academy's profile and reputation.
- Develop and maintain strong relationships with industry partners to expand the partnership schemes.
- Develop strong relationships with organisations that support and empower underrepresented groups such as WES and AFBE-UK to raise the profile of the Academy's research programmes.
- Collaborate with internal teams across policy, communications, education, and EDI to provide coordinated delivery and robust support for awardees.

Line and team management responsibility

- Line manages two Senior Programme Managers, setting clear objectives and empowering them to be able to deliver effectively against these, alongside supporting their personal and career development goals.
- Model and champion the Academy's values across the team to build a positive, inclusive and high-performing culture.
- Ensure appropriate capacity, workload and skills development are effectively planned and managed across the wider research team in collaboration with the Head of Invention Fellowships & Translation.

Risk Management

- Identify, assess, and prioritise risks to the organisation, to include development and implementation of risk mitigation strategies and action plans
- Work with Head of Compliance and Head of Grant Processes and Operations to ensure that the evolving requirements of our funders are reflected in programme operations.
- Manage financial and operational compliance of Programme delivery, working with appropriate sub-Committee and the Programmes Committee, as required.

Maintaining Core Compliance Standards

- Ensure all programme activity adheres to relevant legislation and organisational policies, including GDPR and information security requirements.
- Maintain high standards in data handling, assessment processes, award management and reporting.
- Produce high-quality management information to support oversight, audit and decision-making.
- Support organisational obligations such as Freedom of Information and Subject Access Requests, as required.

Other (if applicable)

- Deputise for the Associate Director, Research, as required.
- Other duties as deemed reasonable and appropriate.

Key Results

- Research Fellowships and partnership programmes delivered that meet user needs, to a consistently high standard, on time and within budget, as part of an overall effective Research and Invention Fellowship flagship product.
- Effective implementation of innovative and evidence-based approaches to research and innovation funding and delivery, including EDI approaches, non-financial support and similar.
- Strong assurance, risk management and compliance across all schemes.
- Positive stakeholder feedback and strengthened external relationships.
- A skilled, motivated and well led team with clear development pathways.
- Robust evidence demonstrating the impact of the Academy's research fellowship and partnership schemes and contribution to organisational priorities.

Please also be aware of and follow the Royal Academy of Engineering policies and procedures, with particular attention to health and safety, equality and diversity and customer service excellence. To further your development and knowledge you will be expected to attend training as necessary.

The Royal Academy of Engineering reserves the right to amend this role profile as necessary, after consultation with the postholder, to reflect changes in or to the job.

Role Experience, Knowledge and Skills Profile

Job title: Head of Research Fellowships & Partnerships

	Essential	Desirable
Experience & qualifications	<ul style="list-style-type: none"> Substantial experience managing largescale grant, fellowship or research funding programmes. Experience of managing industry academia partnership programmes. Experience working in science, engineering or technology environment. A strong record of management at strategic level. Demonstrable significant experience of line managing staff. Experience of managing multi-year budgets. 	<ul style="list-style-type: none"> Research experience gained during a PhD (or equivalent experience). Experience of product management approaches Experience of Research security issues. Experience of managing charity/government research funding. Experience of applying positive action in research funding. Experience in evaluations and procurement processes.
Knowledge	<ul style="list-style-type: none"> Strong knowledge of best practice in research and fellowship programme management. Good understanding of the UK research and higher education landscape. 	<ul style="list-style-type: none"> Knowledge of researcher career development pathways. Knowledge of monitoring, evaluation and learning applied to research funding.
Skills	<ul style="list-style-type: none"> Excellent people management and leadership skills. Excellent communication and interpersonal skills Flexible, with good prioritisation skills Systematic and methodical, with strong organisational skills Well-honed judgement and analytical skills 	
Personal style and behaviour	<ul style="list-style-type: none"> Personal commitment to the corporate values, vision and objectives of the Academy. Very strong personal integrity and commitment to upholding the highest professional standards. Innovative and proactive. Resilient and comfortable managing complexity and competing priorities. Diplomatic and flexible. High personal integrity and commitment to organisational values. Collaborative and inclusive approach. 	
Values & Other requirements	<ul style="list-style-type: none"> Evidenced commitment to equity, diversity and inclusion. Willing and suitable to work with UK security organisations. Commitment to quality, customer service, best practice and best value in all aspects of the Academy's operations. 	