

Research and Knowledge Exchange Manager

Professional Support Services

Candidate Information Pack – April 2025



A Welcome from the Vice-Chancellor



We have been developing leaders, entrepreneurs and innovators at the Royal Agricultural University (RAU) ever since 1845.

The very first agricultural college in the English-speaking world, the RAU was established at a time of burgeoning industrialisation and urbanisation when enlightened individuals, and members of agricultural societies, recognised that the transformation of UK agriculture – needed to increase food production – could only be achieved through education, and the application of science and innovation.

“Practice with Science” was the mantra of our founders, as indeed it still is, as we pursue our mission to equip a new generation of graduates to meet the most pressing challenges that face us in the world today – climate change, food security, sustainable land use, biodiversity loss, heritage management, and so on.

Our strategy rests on three pillars: Quality, Reach, and Sustainability. We want to be the very best in all that we do at a local level, a national level, and a global level, and to do so in as sustainable a way as possible. We aim to be a solution- provider – the country’s leading, and indeed the UK’s global, university in sustainable farming and land management.

With a family of 17,000+ alumni world-wide, we are proud of our heritage and we aim to be as societally relevant in the future as we have been in the past.

If you would like to play a leading role in shaping the future development of the RAU and you share our passion and commitment to the land-based sector - to agriculture, food and the environment; real estate land management; rural business and entrepreneurship; cultural heritage and equine management and science – then we would be delighted to hear from you as a prospective member of our staff.

Thank you for your interest in the Royal Agricultural University.

Best wishes

A handwritten signature in black ink that reads "Peter McCaffery". The signature is written in a cursive, slightly slanted style.

Professor Peter McCaffery
Vice Chancellor

About the Royal Agricultural University

Where Are We Now

The RAU is as socially relevant today as it has been throughout our 177-year history. Our mission today bears testament to the foresight of our founders as we aim to equip a new generation of graduates to meet the most pressing challenges that face us in the world today – climate change, food security, sustainable land use, biodiversity loss, heritage management and so on.

A 'university without walls', science-based and practice-centred, with over half of our research adjudged 'world-leading and international in quality' we are the leading specialist university in England.

One of only six Universities (and the only small specialist provider) recognised as a National Centre of Excellence by the Institute of Enterprise and Entrepreneurship our Farm 491 is also the UK's leading agri-technology incubator and accelerator.

We are the leading supplier of rural chartered surveyors in the UK and our Rural Estate Land Management has been rated one of the top 6 business schools in Europe with 165 of our Alumni in Director roles in the major national and international firms.

In the National Student Survey (2022) we were ranked the top university in the UK for being a 'Learning Community', fourth for overall student satisfaction across English Universities and top 10 for both Academic Support and Organisation and Management while outperforming all 24 universities of the Russell Group.

Our heritage

The Royal Agricultural University (RAU), formerly the Royal Agricultural College, was the first agricultural college in the English-speaking world. The first 25 students were admitted in September 1845.

From its early days, the College was staffed with innovators and pioneers and made a considerable impact on farming practice and agricultural science. In 2013, the Privy Council awarded the College full University Status with Taught Degree Awarding Powers, in recognition of its long record in the provision of higher education.

The present

The RAU has some 1,100 students studying a range of subjects, including agriculture, animal science, business, environment, equine science, farm management, food, real estate and rural land management. Set on the edge of Cirencester in the beautiful Cotswold countryside, its small size provides an exceptional sense of community amongst students and staff, which supports, develops and encourages students from all backgrounds to achieve their ambitions.

The University motto is 'Arvorum Cultus Pecorumque', a quotation from Virgil's Georgics, meaning 'Caring for the Fields and the Beasts'. This maxim has been enduringly relevant for a University which, in every area of its activity, has worked to promote sustainable use of the land, safeguard the environment and animal welfare and the wellbeing of rural communities. The RAU prides itself on combining subject expertise

The future

Our vision is to be the UK's global university for sustainable farming and land management, enabling communities across the world to thrive in harmony with nature. We will pursue our vision by focusing on three outcomes which run through all we do:

- **Quality** - a global reputation for excellence and leadership across our teaching, research and engagement.
- **Reach** - a growing, diverse and inclusive community of students and partners in the UK and internationally.
- **Sustainability** - a showcase for sustainable and resilient management, through our land and estate, our finances and our culture.

The RAU strategy is available here: <https://www.rau.ac.uk/about-rau/our-vision-and-strategy>

University Values

As a University we have chosen five values to underpin our learning community. These are the values which we will all work by and for which we want the RAU to be known. We are:

- **Collaborative** - we believe in the power of working together. We are stronger as a community of practice - inspiring each other, identifying shared goals, and providing reciprocal support leads to greater success.
- **Open-Minded** - we are receptive to new ideas and we value the diversity of experiences and skills. We are committed to listening to everyone across the RAU community.
- **Resourceful** - we adopt creative approaches to achieve our goals while setting higher standards, promoting professionalism and sustainability.
- **Responsible** - individually and collectively we take accountability for our actions working with integrity to achieve the highest ethical standards.
- **Inclusive** - we acknowledge the fundamental value and dignity of all individuals and are committed to maintaining an environment that seeks to eliminate all forms of discrimination and respects diverse traditions, heritages, and experiences.

Recent RAU Highlights

- In 2022, the RAU emerged as the leading specialist university in England for research in the latest round of the Research Excellence Framework (REF) which commended more than half of our research as 'world-leading and international in quality'.
- The RAU partnered with Uzbekistan's Ministry of Agriculture to open a new International Agriculture University in the nation's capital Tashkent in October 2022. Franchising some of our existing degree programmes, IAU students access a blend of face to face and online

lectures and resources, with new degrees and modules being developed to suit Uzbekistan's conditions and international trade ambitions.

- The RAU was re-approved as a Centre of Excellence for Enterprise Education by the IOEE (Institute of Enterprise and Entrepreneurs) for a further three years from November 2022 – the only small and specialist university in the UK to have been granted the IOEE's Centre of Excellence status.
- The Office for Students (OfS) awarded the RAU £5.8m, the maximum amount available, to develop a new Land Laboratory Teaching Centre which will provide an integrated, state-of-the-art, facility to train students in climate-smart, resilient agriculture and land management. Work has already begun and it is planned for the new labs to be open by summer 2025.
- We ranked in the top ten at the 2023 Whatuni Student Choice Awards in 2023 in the Small or Specialist category and were also shortlisted for a special Whatuni Student Choice Award linked to Cost of Living support provided to our students.
- We plan to create a sustainable, carbon neutral, Innovation Village on a 29-acre site at the RAU's Cirencester campus. The proposed £100m development, which is central to our vision, will be home to a community of entrepreneurs, policymakers, practitioners, and researchers committed to addressing the major global challenges we all face, and aims to support industry, food producers, farmers, and landowners in developing sustainable solutions for healthy land and nature, food production, and resilience in rural communities.
- Joint third in achieving the highest change in rank position, the RAU moved up 22 places in the Complete University Guide 2024 coming in at number 73 out of the 130 universities listed.
- The 2023 Knowledge Exchange Framework (KEF), a survey of 139 English universities and institutes, highlighted our strengths in continuous professional development and graduate start ups amongst others. Nationally, the RAU was ranked second among the specialist universities in the science, technology, engineering and mathematics (STEM) cluster.
- RAU researchers have been awarded £1.4 million in research grants in the past year to develop their scientific investigations into land use and agriculture.
- We were ranked in the top 10 universities in the UK for the best student experience, and as the highest-ranking university in Gloucestershire, in the Sunday Times Good University Guide, climbing 14 places from our 2021 rating.
- The RAU was one of the first employers in Gloucestershire to receive an Inclusivity Works 'Inclusive Employers' Award as part of a scheme to inspire more employers to take advantage of fantastic, talented and motivated potential employees who may not have previously been considered. We are now also registered as a 'Disability Confident' committed employer.
- The RAU was awarded Silver - with both its student experience and student outcomes being commended as being of "typically very high quality" - in the 2023 Teaching Excellence Framework (TEF), a national scheme run by the Office for Students (OfS) to encourage higher education providers to improve and deliver excellence in the areas that students care about the most: teaching, learning, and achieving positive outcomes from their studies.

- The RAU is the only small specialist university to establish a Joint Institute in China – with Qingdao Agricultural University – and we are one of only five 'highly trusted' UK universities recognised by the Chinese Ministry of Education.
- Our twinning initiative with the Sumy National Agrarian University in Ukraine is now a role model for others in providing humanitarian, teaching and research collaboration and support for 'academics at risk' world-wide.
- Working with the Government of the Emirate of Sharjah in the United Arab Emirates (UAE), the RAU has helped to establish the new University of Al Dhaid which will offer students the opportunity to study for a BSc in Sustainable Agriculture, as well as build research capacity and expertise to solve the country's food security challenges

About the Innovation and Learning Directorate

The Directorate of Innovation and Learning at the Royal Agricultural University (RAU) is a key delivery agent of the [RAU Strategy 2023-2028](#), and the three strategic goals of **Quality, Reach** and **Sustainability**. The University's vision is *'to be the UK's global university for sustainable farming and land management, enabling communities locally, nationally and across the world to thrive in harmony with nature'*. To deliver this, the Directorate of Innovation and Learning leads and brings together activities across International, Teaching and Learning, Research and Knowledge Exchange, Learning Technology, Laboratories, and Library and Archives as part of the University's Professional Services.

The Directorate of Innovation and Learning brings together expertise in support of the University's academic endeavour by the enabling of academic staff and researchers and the enrichment of the curriculum, at our UK campus and across our international partners. The Directorate takes a leading role in managing our external and stakeholder relationships and partnerships and strives to be the professional face of the RAU. The Directorate works closely with Academic staff and specifically with our entrepreneurship and business support functions in the Business, Innovation and Growth Team (Farm491 and the Cirencester Growth Hub) as well as the Enterprise and Employability Team. Directorate of Innovation and Learning activities are fundamentally cross-cutting to the RAU, engaging with all Departments in the University as well as engaging in cross-RAU committees and groups and contributing to cross-University Projects (e.g. Innovation Village, RAU@Swindon and the Land Laboratories Project).



The Role

Job title:	Research and Knowledge Exchange (KE) Manager
Department:	Innovation and Learning Directorate
Responsible to:	Director, Innovation and Learning
Location:	Royal Agricultural University, Cirencester
Salary:	Grade 8: £37,099 - £44,262 per annum
Hours:	Full Time: 35 hours per week
Term:	Permanent

We have a number of different ways to work flexibly, so at your interview feel free to talk about what flexibility means to you. There are no guarantees, however, examples of how our employees already work flexibly include part-time, job share, hybrid-working and compressed hours.

The Purpose

The RAU is committed to doing research that makes a difference on the ground, working to address global challenges including climate change, food security, and water resource management. Our vision to achieve a global reputation for excellence and leadership across our teaching, research and engagement is detailed through the 'Quality' objective in our [RAU Strategy 2023-2028](#), with a goal to achieve at least 75% of research outputs being judged as world-leading.

This is an exciting time for the University; our research portfolio has expanded rapidly over the last five years (currently £3.8M) and continues to grow, and we have taken a strategic decision to embark on a portfolio of knowledge exchange activities, including establishing Knowledge Transfer Partnerships (KTPs). We continue to grow from a position of strength; in the Research Excellence Framework in 2021 more than half of our research was commended as world leading and internationally excellent with 52% classed as 3* or 4* and half of the University's research publications deemed to be of international quality. In the 2023 Knowledge Exchange Framework (KEF) we gained the highest aggregate score alongside the Royal Veterinary College in our STEM cluster of 12 small specialist universities, being commended for our graduate start-ups, professional training, and co-authorship with industry of innovation and discovery. Half of our activities were ranked as very high or high engagement with industry and the public sector.

We are also currently embarking on two major projects related to research and KE which will further transform the University to being a research intensive and applied University with research informed teaching. By gaining Research Degree Awarding Powers we will be able to award our own doctoral qualifications, enhancing our research profile nationally and internationally; this project has already implemented several quality improvements across research. Our new £5.8M project to rebuild and re-equip our laboratories and experimental barn will also support both teaching and research.

Working with the Director, Innovation and Learning, the Research and KE Manager will underpin this transformation by helping to enhance our professional support structures for research and KE

and support our growing team of researchers, as well as establishing and implementing new knowledge exchange structures.

The core role of the Research and KE Manager will be to autonomously lead research, research consultancy, and KE support across the research project lifecycle, as well as leading the establishment of the RAU's portfolio of knowledge transfer activities. This will include making key decisions on the viability of grant resourcing, finances, contract drafting (often complex and multi-faceted), review and negotiation, improving the quality and delivery of research and KE support, as well as analysing and reporting to the University Executive on the extensive portfolio of research and KE activities across the University.

The role will aid the University to build capacity in research and KE, support governance around research and KE, ensuring a professional and holistic approach to research and KE activities. Underpinning the role will be the need to lead and take the initiative on collating, analysing and managing information; planning and establishing systems and processes; and reviewing and recording information for the effective and efficient delivery of our research and KE activities across the University. Our Strategic Initiatives for 2024/25 include '*Delivering our Research Vision*' and '*Establishing an Innovation and Enterprise Ecosystem*'; this role fundamentally contributes to our Strategy in these areas and the delivery of our vision.

The Research and KE Manager will engage with a broad range of external stakeholders both in the UK and overseas, focusing on research funding opportunities and engaging with networks. Internally, this will include being a source of information and guidance and opportunities, developing communications channels to ensure the visibility for our research and KE activities.

The Research and KE Manager will line manage the Research and KE Coordinator.

Key Responsibilities

1. Manage, support, and coordinate the delivery of **research, research consultancy and KE activities**, including:
 - Supporting the development of a Research and KE Delivery Plan, documenting and managing progress against activities and targets in alignment with the RAU Strategy 2023-28 and annual Strategic Initiatives and Operating Plan;
 - Supporting the requirements for the RAU submission to the Research Excellence Framework (REF) in 2029 and Knowledge Exchange Framework (KEF);
 - Managing and coordinating reviews and audits (internal and external) and providing reports to the University Executive as appropriate; and
 - Supporting the establishment of the University 'Research and KE Office' as a coordinating function for all activities relating to research and KE.
2. Lead all aspects of the **research project lifecycle** (pre- and post-award) from inception to impact, making key decisions on the viability of grants, finances and contractual arrangements. This will include liaising with external funders supporting academics bidding

and contracting, research project management and delivery, overseeing project reporting and budget management, to post-project development and reporting, including:

- Establishing and maintaining a database of research grants and research consultancy projects, including baselining, analysing, auditing and reporting on such information;
 - Understanding national and international competition requirements including for large and complex projects e.g. Horizon Europe and European Research Council, working with academic leads to meet requirements;
 - Working with academic leads to take an overview of academic capacity (via workload reporting);
 - Liaising across and working closely with University research infrastructure support including laboratories, library and archive services, and IT;
 - Determining finances including project budgets, monitoring spend, arranging travel, raising invoices, preparing and submitting financial claims via funder e-portals, implementing budgets and controls to meet funders terms and conditions, financial reporting, together with academic leads;
 - Reviewing, drafting and negotiating contracts for projects (Grant Agreements, Grant Offer Letters, Consortium/Collaboration Agreements, subcontracts, Non-Disclosure Agreements, contract for services, novation agreements, accession agreements);
 - Ensuring grant applications are compliant with both funder and University policies and achieving University sign-off;
 - Management and maintenance of grants, including preparing and submitting Project Change Requests and ensuring monthly timesheets are all completed and signed off;
 - Producing monthly reports of all research and consultancy projects/applications; and
 - Providing access to past successful and unsuccessful projects to guide future applications.
3. Lead aspects and specific projects relating to the improvement of research **people, culture and environment** activities, including monthly Bid Club; annual programme of Monthly Research Seminars; Research and KE newsletter; bi-annual 'Research Nuts and Bolts; and Research Sandpit;
4. Oversee **postgraduate research support** from application to award, including identifying opportunities for research scholarships, working across relevant University Directorates;
5. Lead, establish and manage a portfolio of **Knowledge Transfer Partnerships** (KTPs) and operate the University **Knowledge Base**, through:
- supporting the growth of a portfolio of new projects, taking a leading role in developing new applications, including initially supporting the identification of business partners from within the University relationships with academic leads, and managing the business and academic relationships within the partnership;
 - establishing all aspects of support for KTPs (pre- and post-award) including processes, systems, communications;
 - Understanding, interpreting, engaging in and disseminating policies and information relating to knowledge exchange activities, including national and local knowledge transfer networks and activities relating to the KE Concordat; and

- supporting capacity building activities relating to knowledge exchange, including through our relationships with other universities.
6. Drive and implement **improvement and quality** of research and KE activities, including:
 - leading and supporting the establishment, development and maintenance of policies, procedures, business processes and process maps, and establishing data requirements for the end-to-end delivery and management of new and existing research and KE activities, including operational and delivery requirements, due diligence and risk management e.g. policies relating to IP and commercialisation, research security, integrity and trusted research, research ethics;
 - leading and supporting systems to address the improvement of research and KE University support, including those specifically relating to the process of achieving Research Degree Awarding Powers e.g. a Research Quality Improvement Plan; and
 - supporting and optimising, through improvements in data collection and reporting and communication of opportunities, research and consultancy income e.g. Higher Education Business and Community Income (HE-BCI) data.
 7. Support the **governance of research and KE activities** through the Research and KE Strategy Board and its sub-groups (Research and KE Management Group; Research Ethics Committee; Research: People, Culture and Environment Steering Group; and Research Strategy and Research Excellence Framework (REF)) Steering Group, aligning governance (Terms of Reference, membership and scheduling) and ensuring the effective communication (e.g. minutes, actions, planning) across such structures;
 8. Lead research and KE **external communication** activities, including:
 - with the Marketing Manager, review and audit external communication interfaces and channels relating to research and KE activities and stakeholders, including our web presence, email and social media channels, to ensure information is up to date and of the highest professional standard and easily accessible to external audiences and stakeholders; and
 - Engage with sector bodies and support agencies to improve and enhance research support (e.g. Association of Research Managers and Administrators)
 - proactively horizon scan for external funding opportunities relating to research and KE, disseminating these internally in a timely manner.
 9. Lead the establishment of effective **internal communication** and coordination channels to become a focus and point of contact and improving support for research and KE activities across the University, including:
 - creating a database of all research and KE stakeholders and contributing to a 'stakeholder CRM' across the Innovation and Learning Directorate and wider University;
 - working with the internal Development Committee to consider opportunities for philanthropic and alumni support for research and KE activities;
 - develop the Research and Knowledge Exchange MS Teams sites, facilitating their use, sharing and disseminating information across the University;
 - developing a wider suite of templates, tools, research and KE information resources and guidance for managing and aiding staff engaged in research and KE activities; and

- supporting the development of activities to build the capacity and skills of the Research and KE Team and wider University colleagues relating to research and KE activities.
10. Line management of the Research and KE Coordinator.
 11. Work with the Director, Innovation and Learning to contribute to the leadership, strategic approach and operation of the Directorate, identifying opportunities for collaboration, coordination and efficiency across the Innovation and Learning Portfolio and wider RAU. Working in alignment with the Directorate Operating Model through the development and delivery of annual personal objectives and personal development with appropriate KPIs and goals, regularly reviewing and reporting through the appraisal year as well as individually and collectively contributing to University Values.
 12. Undertake other duties appropriate to this post as required by the Director, Innovation and Learning.

General Responsibilities

- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role. Managers must facilitate learning and development within their teams.
- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that restricted information or highly restricted information to which they have access remains confidential during and after their employment at Royal Agricultural University. All staff must undergo appropriate data protection training as required.
- All absence from work must be reported in accordance with the University's absence procedures and recorded on iTrent.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.

Person Specification

Requirements The post holder must be able to demonstrate:	Essential or Desirable	Measured By A- Application Form I- Interview P-presentation
Education & Qualifications		
Educated to Degree Level or equivalent qualification	E	A
Membership of relevant Professional Association, e.g. Association of Research Administrators, Knowledge Exchange UK	E	A
Project Management qualification and/or equivalent experience	E	A, I
Knowledge , Experience and Skills		
Excellent understanding of the higher education research funding system and demonstrable experience of working in a research environment	E	A, I, P
Excellent understanding and demonstrable experience of the research project lifecycle (pre- and post-award) managing grant applications for large and complex grants (e.g. Horizon Europe and European Research Council)	E	A, I, P
Excellent understanding and demonstrable experience of the knowledge exchange and impact environment relating to higher education, including experience of developing or the process of developing Knowledge Transfer Partnerships	E	A, I, P
Excellent operational, organisational, planning and management skills with proven experience of managing multiple activities in a matrix environment with excellent attention to detail and management of information	E	A, I, P
Experience of reviewing and drafting contracts and agreements, with a degree of legal acumen	E	A, I
Experience of decision-making at an operational level, demonstrating the ability to work autonomously as well as knowing when to engage peers and colleagues	E	A, I, P
Experience of driving and delivering business improvements and efficiencies to enhance quality, engagement and service delivery to assure future sustainability	E	A, I

Experience of working collaboratively, including projects and programmes and the ability to work with broad range of internal and external teams to achieve delivery	E	A, I, P
Experience of stakeholder engagement, building successful relationships and networks at all levels with both internal and external stakeholders, specifically with funding organisations e.g. UK Research and Innovation (UKRI)	E	A, I, P
Understanding and demonstrable experience of excellent customer service practices and delivery of quality services both to internal and external stakeholders	E	A, I
Excellent communication skills, oral, written and presentational, ideally with experience in writing reports and papers	E	A, I, P
Excellent level of digital literacy and ability to use standard IT platforms and applications including Microsoft Office, with the ability to learn new systems and applications	E	A
Experience of financial or budget management (training or qualification)	E	A, I

General Terms and Conditions of Employment

- This post is a full-time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 8 : £37,099 - £44,262 per annum. The appointment is normally made at the minimum of the pay scale and is subject to meeting all pre-employment clearances and requirements of the Person Specification.
- All new employees undergo a period of 6 months' probation in accordance with the terms and conditions of employment confirmation of employment is dependent on the satisfactory completion of that probationary period.
- The nature of this post is such that it is expected that you will respond to the operational requirements of the University in order to fulfil your duties in a professional manner. You will be required to work such hours as are reasonably required to discharge your duties effectively and competently. The exact number of hours in any week will vary in accordance with institutional requirements, but will not be less than 35 hours a week.
- The University holiday year runs from January to December. The post carries an entitlement to 30 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.
- It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pensions and Auto Enrolment

If you meet the criteria set out below, and are not already an active member of any of our pension schemes, the University is required to auto-enrol you into a suitable pension scheme. The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by the RAU are:

AVIVA CATEGORY X - all eligible RAU employees (except teachers) are automatically enrolled

- 5% (minimum) contribution by employee and
- 3% contribution by RAU

AVIVA CATEGORY Y1 - RAU Group Pension Scheme (defined contribution) - employees are able to upgrade to this scheme before their 6-month probation.

- 6.5% (minimum) contribution by employee and
- 6.5% contribution by RAU
- life assurance is an additional benefit (two times annual salary)

Staff Benefits

We offer a range of Staff Benefits including a 35-hour working week, a generous 30 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, free and guaranteed parking on campus, discounted catering facilities, discounted onsite gym, free library services, employee assistance programme, occupational health and counselling services, cycle to work scheme and staff development opportunities.

Further details of the full range of staff benefits available can be found on our [website](#).

Application Procedure

If you are interested in applying for this role, please send:

- University [Application Form](#) together with the [Equal Opportunities Monitoring Form](#) available on the University website www.rau.ac.uk) – you may attach your up to date CV if you wish to add additional information.
- Details of two referees who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post, and must include your current or most recent employer or their representative.
- Please forward to the HR Team, Royal Agricultural University, Cirencester, Gloucestershire, GL7 6JS or via email to jobs@rau.ac.uk stating where you saw the advert for the role

- Informal enquiries can be made to Esther Wilkinson- Director of Innovation and Learning – Esther.Wilkinson@rau.ac.uk
- **Closing date:** 6 May 2025 with **Interviews on:** 23 May 2025
- We acknowledge receipt of all applications within two working days. If you do not receive an email from us after submitting your application, please let us know by sending a new email **without any attachments** to Human.Resources@rau.ac.uk so we can check if your application has reached us.
- Should you be selected for interview please be aware that we are unable to reimburse interview expenses.

The RAU is an equal opportunities employer and we particularly welcome applications from black and minority ethnic candidates as they are underrepresented within the RAU at this level.

International applicants

Permanent or fixed-term positions

To take up an appointment at the Royal Agricultural University, applicants who are nationals of countries outside the UK and Republic of Ireland, and who do not have existing permission to work in the UK, need to get permission from UK Visas and Immigration (UKVI). Should you be successful in the selection process, the University will apply for a certificate of sponsorship that enables you to seek permission from the UKVI to take up our offer of employment. If you are from the EU, Switzerland, Norway, Iceland or Liechtenstein and have family already resident in the UK you may be eligible to apply under the [EU settlement scheme](#).

Your success in applying for a certificate of sponsorship will rely on meeting certain criteria – for the most up to date list of these, as well as further information on working in the UK, please visit the [UKVI](#) website.

Please be aware that we have a legal responsibility to ensure that all employees are eligible to live and work in the UK. Should you be successful in your application we will need to see documentation confirming your entitlement before you take up your appointment.

General Data Protection Regulations: Applicant Privacy Notice

The Royal Agricultural University collects and processes your personal data so that it can meet its statutory and legal obligations, and when it has a legitimate interest in processing personal data before, during and after the end of the employment relationship.

The data which forms part of your job application (for example, application form, CV, references, Equal Opportunities Monitoring Form, shortlisting and interview records) will be stored in a range of different places, which will include the University's HR and recruitment management systems (electronic and paper based), and in IT systems (including the University's email system). Your

information may be shared internally with the HR Department and with employees who are involved in the recruitment and selection process, but only if access to your data is absolutely necessary for the performance of those roles.

The University may share your data with third parties in certain circumstances. Personal data that the University uses for the purposes of equal opportunities monitoring and reporting is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

The University takes the security of your data seriously and has internal controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by the above employees in the performance of their duties. If your application is unsuccessful, your applicant data will be destroyed 6 months following the advertised closing date of the post you have applied for. If your application is successful, your applicant data will be retained during your employment and for 6 years following your leaving date. You can access and obtain a copy of your data on request and you can ask the University to change incorrect or incomplete data.

In certain circumstances you can ask the University to stop processing your data, or you can object to the processing of your data. If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner. Further information about your rights in accordance with Data Protection and the GDPR Regulations can be obtained from the University Data Protection Officer. A detailed Employee Privacy Notice is available to view [here](#).