

A background photograph showing two individuals in profile, facing each other as if in conversation. On the left, a woman with long brown hair and glasses, wearing a dark ribbed sweater, is gesturing with her hands. On the right, a man with a full beard and a yellow sweater is also gesturing. They appear to be in a professional setting, possibly a meeting or interview. The background is slightly blurred, showing what might be a presentation screen with some text.

Royal Northern College of Music

Candidate Pack

**Vacancy: Research and Knowledge Exchange
Officer**

Reference No: 2425-41

Closing Date: 5.00pm Friday 11 July 2025

Interview Date: Wednesday 22 July 2025

RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

Job Description

Job title: Research and Knowledge Exchange Officer

Department: Research

Responsible to: Head of Research Management

Overall Purpose of the Job

The Research and Knowledge Exchange Officer is responsible for providing research administration support for the RNCM Research Department. The post-holder will work closely with the Head of Research Management, the Director of Research, and the Head of Enterprise (Academic) to ensure the College fulfils its strategic priorities for Research and Knowledge Exchange in line with the aspirations set out in its Strategic Plan.

The Research and Knowledge Exchange Officer will provide comprehensive administrative support, manage research finance processes, support research events, maintain and promote research activity on the website as required, and gather data required for research funding, public engagement, and impact. They will contribute to funder-compliant financial reporting for research and knowledge-exchange activity in accordance with the RNCM's finance processes. The postholder will monitor accounting and financial arrangements with collaborating institutions and other partners by liaising with Research and with Finance staff.

Key Responsibilities, Accountabilities or Duties

- Work with the Head of Research Management (HRM) to gather data related to research publication, funding, public engagement and impact, and support research systems and reports administration.
- Provide administrative support for Research and Knowledge-Exchange events including venue booking, liaising across departments, and liaising with external guests.
- Monitor internal funds spend, invoices, and enquiries; in collaboration with the HRM, prepare external contracts for Research and Knowledge-Exchange projects, including commercialisation projects; liaise with partners and funders, and collate data for reports; assemble quotes and budgets for research and knowledge exchange projects; raise invoices, monitor project income, and expenditure and solicit feedback.
- Provide a full financial pre-submission and submission service for RNCM researchers including the preparation of proposal costings and related budgetary information and requirements for funding proposals using RNCM's costing tool and templates and liaising with Finance when appropriate.
- Support academic and Research staff in the administration of successful applications for small funded research and knowledge-exchange projects in accordance with RNCM processes; assist the HRM in working with academic grant-holders to establish project budgets and schedules, and monitor reportable milestones.
- Collaborate with the Programme Area Coordinator for Doctoral Programmes (PAC PGR) in managing the financial processes of doctoral studentships including the Northwest Consortium Doctoral Training Partnership, to ensure that stipends and fees are invoiced, monitored, and reported; provide financial administration support for new Doctoral Funding streams.
- Set up and maintain effective communication and accounting processes with HEI and industry partners with support from the HRM.
- Provide committee secretarial services as required.
- Carry out any other duties as agreed with the line manager.

Additional Information

Safeguarding

The RNCM is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All staff are required to complete mandatory safeguarding training, and to report promptly any concerns relating to the safeguarding of children and / or adults at risk in accordance with agreed Child Protection Policy and Safeguarding procedures.

Health and Safety Responsibilities

To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety within the RNCM.

To promote and sustain student wellbeing, working with the Health and Wellbeing Hub and other colleagues as appropriate.

General

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential (E) / Desirable (D)	Method of Assessment
Experience		
Experience working in research management or knowledge-exchange, and/or a finance-related role in an HEI setting	E	Application Form/Interview
Experience of administrative work (servicing committees, event administration, taking minutes etc.)	E	
Experience relating to exercises and returns including REF, KEF, HE-BCI, HEIF AMS	D	
Experience of dealing with students	D	
Experience in project management	D	
Skills		
High level of numeracy, including budget-set-up, management, and reporting	E	Application Form/Interview
Ability to solve problems, take initiative, and work effectively with academic and professional services staff	E	
Excellent communication and written skills, with the ability to explain complex information clearly.	E	
Organisational skills with an ability to prioritise a busy work schedule to meet deadlines	E	
Able to demonstrate a proactive approach towards problem solving	E	
Ability to work on one's own initiative with limited supervision	E	
A high level of attention to detail	E	
Knowledge		
Excellent IT skills, including knowledge of Research Management Systems (e.g., Pure)	E	Application Form/Interview
Experience of maintaining accurate records and producing accurate and timely management information	E	
Awareness of UK and international funders and funding schemes	E	
Experience of student and web-based databases	D	
Awareness of current issues/factors affecting the HE sector	D	
Awareness of academic regulations and quality assurance processes	D	

Qualifications		
Educated to degree level or equivalent qualifications and/or experience	E	Application Form
A qualification related to finance	D	
Other requirements		
A commitment to supporting the RNCM in its equality, diversity and inclusion practices	E	Application Form/Interview
A high level of interpersonal skills in dealing tactfully and confidentially with a range of people	E	

Summary of Terms and Conditions	
Salary	Grade 6a, SCP 24 to 27, £32,546 to £35,116 per annum (Actual pro-rata salary £19,527.60 to £21,069.60 per annum)
Hours of Work	21 hours per week, 0.6FTE (e.g. 9am – 5pm three days per week. Flexibility in working hours will be expected.)
Annual Leave	15 days per year, increasing to 18 days after 5 years' service. In addition, extra statutory days are granted during the Christmas closedown plus all 8 bank holidays.
Pension	The post-holder will be eligible to join the Teachers' Pensions Scheme

Issued by: Wiebke Thormahlen, Director of Research

Date of issue: June 2025

About Us

The RNCM

Founded in 1973 through the merger of the Royal Manchester College of Music and Northern School of Music, the RNCM is continually recognised as one of the world's most progressive conservatoires.

Home to over 900 students from more than 60 countries, we're dedicated to providing an outstanding education that propels students into careers as inspiring and versatile musicians, fully-equipped for exciting futures both on and off stage.

Our Undergraduate School includes the Bachelor of Music with Honours and the ground-breaking Bachelor of Music with Honours in Popular Music - the UK's first four-year degree in this subject. Both programmes offer students the flexibility to create bespoke packages that fully support their career aspirations. They also complement degrees within our Graduate School, which provides a stimulating environment for advanced studies in performance (including conducting), composition, musicology, music psychology, and music education.

Additionally, we're home to Junior RNCM, our Saturday school for eight to 18-year-olds, and deliver an award-winning programme of free and subsidised projects for children and young people across the North West.

What it's like to work here

Our vibrant and creative community of academic and professional services staff work together to ensure that the RNCM remains a destination of choice for talented young musicians worldwide.

Friendly, collaborative and supportive, we proudly promote an inclusive and equitable working culture, offering family-friendly policies and regular opportunities for personal and professional development.

As a small specialist organisation, the staff voice is very important to us and there are numerous opportunities for colleagues to get involved in RNCM life throughout the year via our active staff engagement programme. We also have a Wellbeing Hub for staff and students, and are a Disability Confident Employer. If you feel there are adjustments that could be made to support you if invited to attend an interview, or if you join us as an employee, please get in touch via recruitment@rncm.ac.uk.



Staff Benefits

Annual leave

Minimum of 25 days (increasing to 30 days after 5 years' service and 33 days after 20 years' service) plus 8 bank holidays and closure days between Christmas and New Year.

Working hours

35 hours per week for a full-time role

Flexibility

Offered through formal flexible working (part-time, job-share, term time only, compressed hours, annualised hours and flexibility of working pattern depending on the role). Where roles are suitable we also offer blended working with a minimum of 2 days in RNCM and 3 days from home.

Family friendly policies

Enhanced maternity and paternity pay above statutory payments.

Pensions

GMPF (Greater Manchester Pension Fund) for Professional Services staff and Teachers' Pensions Scheme or USS for Academic staff. RNCM tops up pensions via an employers' contribution, adding to your pension pot.

Employee Assistance Programme

All staff can get free and confidential advice from Health Assured. The service is open 24 hours per day, 365 days per year, by telephone or via the web for staff support (mental health, physical health, counselling etc.) as well as general support such as financial, benefits or housing advice.

Eye Tests

Staff are offered a free eye test and a contribution towards glasses where they are required for display equipment work.

Events

Staff can book one free or discounted ticket to most RNCM promoted events.

Professional Development

The RNCM is committed to the supporting training and professional development for all members of staff and a range of opportunities are available.

Travel

We have on-site parking at a reasonable cost, loans for season tickets and offer a cycle to work scheme (savings on the cost of a new bicycle and associated safety equipment by providing vouchers taken out of your salary before tax).

Staff Discounts

Offered on the RNCM Food and Drink menu which includes hot drinks, cakes and snacks in the Café. You can also get loyalty points and further offers on food and drink by using our Rewards app.

Staff Wellbeing

Our Staff Wellbeing Hub provides information, support, training and social/networking activities so you can get to meet other staff (important in a blended working environment).

Staff Voice

The views of our staff are very important. We have a staff engagement programme and we involve staff in much of our decisions/policy-making. In our latest staff satisfaction survey 98% of staff were satisfied to work at the RNCM.