

JOB DESCRIPTION

Job title	Vice-Rector for Research and Development	Immediate supervisor (position)	Rector
Occupation code	1345 02	Immediate superior (position)	Chairman of the board Member of the Board
Name of organisational unit	Research Department, Project Department, Marketing and Communications Department, Library, Creative Business Incubator, Learning Centre, RISEBA Production Studio	Substitutability	In accordance with the order
Purpose of the post:	To effectively ensure and develop high-quality academic and research areas, including the development of doctoral study programmes at RISEBA University of Applied Sciences (hereinafter – RISEBA or the University), as well as the implementation of the university’s research projects. To plan, manage and develop the conditions that ensure RISEBA’s continuous growth, efficiency and long-term development. To ensure the development of the operational activities of organisational units and the effective and productive work of staff.		
Number of direct reports	5		
Job responsibilities and authority	Responsibilities: • For the achievement of performance indicators in their area of responsibility in accordance with RISEBA’s strategy and the annually planned objectives and results. • For the high-quality and timely performance of their duties and the results thereof. • For the coordination and management of the unit’s activities. • For the development of a strategy for scientific activity and the development of scientific infrastructure, the creation of support programmes for scientific activity, and the coordination of investment in scientific development programmes. • To carry out work duties in accordance with the internal and external regulatory acts governing the work of the organisational unit, the process descriptions established by the quality assurance system, the instructions of the immediate supervisor, and in accordance with the structure of RISEBA. • To inform the Employer in a timely manner of any circumstances that harm or could harm the normal operation of the institution or its organisational units, the institution’s reputation, or that cause or could cause material losses to the Employer; • To treat the Employer’s property, entrusted work equipment and items with care. • The quality and accuracy of the information provided. • Not to disclose confidential information. • For the planning and management of the financial strategy of RISEBA and the companies within the RISEBA Group. Rights: • To provide information about the organisation within the scope of one’s job responsibilities; • To request and receive information necessary for the performance of one’s duties; • To use employer-funded professional development, retraining, work placements, participation in research conferences and other forms of training to enhance professional competence.		
Position within the organisation:	Link to the organisational chart.		
Cooperation and communication within the organisation:	All organisational units	External cooperation and communication:	With clients and partners in Latvia and abroad

1. Job responsibilities and performance standards			
No.	Duty	Proportion (%)	Quality standards for the performance of Quality standards
1.	To ensure the effective scientific and research activities of RISEBA	%	• Implement the university's strategy for the development of academic activities. • To develop a policy for the advancement of the university's scientific research activities and to set priorities in the field of science at RISEBA. • To ensure the status and operation of the scientific institute in accordance with the provisions of the Higher Education Act, the Scientific Activity Act and other regulatory acts; to ensure and update the scientific institute's entry in the Register of Scientific Institutions; to ensure the preparation of the scientific institute's annual public report. • Ensuring the achievement of the university's scientific objectives and performance indicators. • To plan, organise and develop scientific and research areas at the university. • To promote the development of doctoral studies, and to manage and supervise the activities of the doctoral school. • To ensure the preparation of self-assessment reports for scientific and institutional accreditation and to secure the maximum accreditation period. • To oversee the work of the Scientific Council. • To oversee the work of Professors and the Doctoral Committee. • To oversee the university's scientific activities within its structural units (scientific/research/Professor groups in the faculties). • To coordinate the scientific evaluation of research results. • To develop and refine the criteria for evaluating the university's scientific activities. • To prepare and submit opinions on the work and results of the university's structural units in the relevant scientific fields. • To coordinate the rational use of scientific potential (intellectual, material and financial). • To promote participation in international scientific cooperation and development projects. • To promote the attraction of external funding for scientific research. • To ensure the transfer of the results of scientific and practical research, projects and innovations to the ecosystem and societal processes. • To prepare and submit reports on the progress of scientific activities at the university. • To implement, organise and coordinate events and activities related to scientific work. • To ensure the preparation and publication of high-quality scientific publications.
2.	To organise, lead and participate in assessing RISEBA's economic, social and environmental situation, and in identifying and analysing development trends	%	• To participate in the development of the university's overall strategy. • Compile and systematise the analytical information required for RISEBA's development planning. • To formulate, organise and lead tasks relating to RISEBA's development work. • To organise and manage the assessment of RISEBA's economic, social and environmental situation, and the identification, research and analysis of interests, needs, development processes and trends. • To plan and manage the introduction of innovations into RISEBA's activities in the fields of education and the latest technologies. • To advise RISEBA's management on the market situation, opportunities and trends, and best practice in the field of higher education.

3.	To ensure RISEBA's long-term development and growth	%	• Ensure the promotion of RISEBA's competitiveness. • To ensure the development and implementation of marketing and communication strategies, including promoting the university's reputation, building its image and ensuring its visibility by organising marketing and communication activities – public relations, internal communication, marketing, social responsibility, charity and sponsorship projects, etc. • To implement the Creative Business Incubator's operational strategy in order to achieve its objectives, including promoting the development of the Creative Business Incubator by supporting students in realising and developing their business ideas, and by utilising various business support resources and services. • To ensure the development and implementation of the Learning Centre's strategy, including promoting the attraction of projects, cooperation partners and clients. • To provide an effective and modern digital learning environment and material and technical resources. • To promote the provision of audiovisual services to both internal and external clients of the university.
4.	Attracting external project funding for the university's development (fund activities and projects)	%	• To promote participation in international research and development projects and tenders, ensuring that their objectives and performance indicators are met. • Oversee the project portfolio and the development of new project proposals, their implementation and post-project monitoring. • To contribute to the successful implementation of projects funded by the State, the European Union and other funds. • To promote the development of project management skills amongst the university's staff. • To formulate and implement specific tasks for securing funding.
5.	Ensure the organisation of the operational activities of the structural units	%	• To manage subordinate organisational units, coordinate and supervise their work and ensure mutual coordination. • Ensure the financial management of organisational units and their compliance with regulatory requirements. • Manage staff in accordance with the reporting structure and ensure regular monitoring and assessment of the work of staff reporting directly to you. • Provide regular feedback on work performance and development priorities. • To promote staff motivation and engagement, and provide positive feedback on the manager's performance.
6.	Build cooperation with state and civil society organisations, and other institutions	%	• Establish cooperation with local and international partners. • To promote cooperation with the Latvian Academy of Sciences, the Latvian Science Council and other Latvian or foreign institutions. • Inform the public, institutions and the media about RISEBA's development policies, guidelines and actions. • Maintain relationships with RISEBA's key clients, partners and other interested parties.
7.	Participation in collegial bodies	%	• To carry out the duties of a member of RISEBA's collegial bodies effectively and in good faith. • Establishing and leading working groups and committees in accordance with one's area of expertise. • Participation in meetings of collegial bodies. • To represent RISEBA's interests in other collegial bodies involved in the planning and management of the university's resources.

2. Professional qualification requirements

2.1. Education and further training – courses, certificates

Secondary	-
Higher	-
Academic degree	Doctorate

Certificate	-		
2.2. Professional experience			
Previous work experience in a management role within the education sector. At least 5 years' experience in the field of research management.			
2.3. Professional skills and knowledge			
No.	Skill name		
1.	Understanding of research processes, the organisation of scientific activities, research quality management and the evaluation of results. Ability to develop and implement a research and development strategy, and to set priorities and objectives.		
2.	Implementing innovative solutions and methods in the organisation of departmental work and management.		
3.	Understanding the interests of owners and other stakeholders and integrating them into the university's strategic development plan.		
4.	Knowledge of the legal framework and regulatory documents governing the operations of higher education institutions and research organisations.		
5.	Establishing international academic partnerships, consortia and institutional cooperation networks. International scientific recognition and results-based experience in continuing education, marketing, and the organisation and management of international projects.		
6.	Knowledge of Latvian and other funding instruments. Preparation, implementation and monitoring of national and international research projects.		
7.	Planning of research and development budgets, prioritisation of resources and financial risk management.		
8.	Understanding of research quality, ethics, compliance and institutional quality assurance systems.		
2.4. General skills			
2.4.1. IT skills			
Microsoft 365	standard skills		
Power BI	standard skills		
Research information systems	standard skills		
Bibliometric databases	standard skills		
The Internet, including AI	standard skills		
2.4.2. Language skills			
Latvian (A / B / C)	Conversation		Writing
	C2		C2
English (A / B / C)	C2		C2
4. Competencies required for the post			
No.	Name of competence		
1.	Teamwork and collaboration		
2.	Quality assurance		
3.	Initiative and openness to change		
4.	Understanding and tolerance of different cultures		
5.	Communication skills		
6.	Team leadership		
7.	Strategic thinking		
Immediate supervisor (position, first name, Signature)	Rector	Acting Head (first name, surname)	I have read the job description:
Signature		Signature	
Date		Date	