



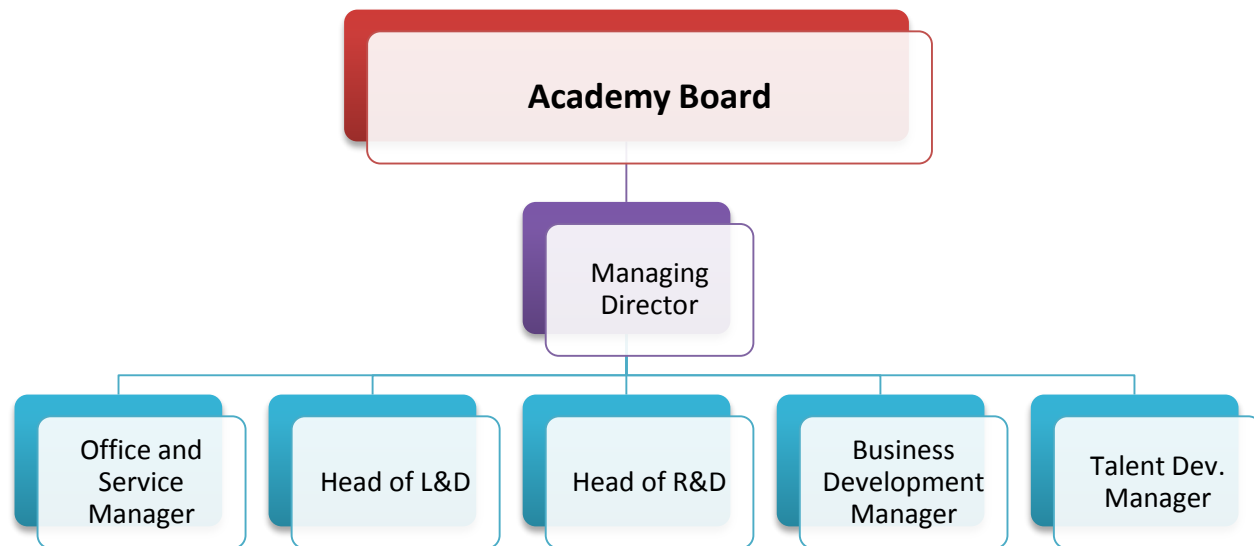
Humanitarian Academy for Development (HAD)

Head of Research and Development

BASE LOCATION:	Birmingham, UK
REPORTING TO:	Managing Director
LINE MANAGEMENT RESPONSIBILITIES:	Research and Development team
PURPOSE OF HAD:	<p>Islamic Relief Worldwide has been established for over 25 years, and has gained a special experience and expertise to enable us to demonstrate much needed leadership in the aid sector.</p> <p>Having long-term perspectives in mind, we have now taken on a new strategic commitment to start a new phase within Islamic Relief Worldwide and its highly dedicated employees. The Board of Trustees have decided that after detailed studies to support the idea of the establishment of Islamic Relief Academy.</p> <p>The Humanitarian Academy for Development (HAD) is envisioned to be a hub where humanitarian and development theories and practice are studied, examined and developed. It will be a centre to train our team following the life-long learning approach the organisation adopted earlier and to develop the future leaders in the aid sector, not only individuals but entire organisations and future generations.</p> <p>HAD will foremost play a pivotal role in training of IR staff at all levels, undertaking applied research and building theory, a base to stimulate our advocacy efforts and to lead in the areas of research aid and development from an Islamic perspective.</p>
JOB PURPOSE:	<p>Reporting to the Managing Director will have overall strategic and operational responsibility for the research and Development departments and will manage a group of researchers.</p> <p>The post holder will be expected to provide leadership and offer expertise and skills in research and development for HAD working in the third sector. The person must have proven experience and ability in research leadership, with capability to lead multiple and diverse projects and a demonstrable track record of research output. The post holder will contribute significantly to the management of complex research projects and will be responsible for their financial management and delivery.</p>



HAD Structure



*Note: The HAD structure is still under development, and it is envisaged that the Operations Director will finalise and recruit the rest of the Academy team

Key Working Relationships

- Develop, direct and lead our global research and development strategy and oversee the deployment of outcomes throughout the organisation.
- Work with internal and external stakeholders to build the technical, operational and knowledge capacity of the research and development division
- Identify potential funding opportunities
- Lead the bidding process for funding and oversee the writing of proposals for research funding.
- Develop, lead and influence within key networking on research and development within global networks within the multi-lateral, national government and INGO communities
- Develop strong working relationships in research and development with both UK and worldwide higher education institutions



Scope and Authority

The post holder will represent IR's research and development agenda throughout the organisation and to an international audience. He/she will develop and represent the research and development department within the IR family globally. The postholder will provide leadership to individual researchers and research teams, be active in his/her own research portfolio, in addition to leading the research and development division.

Responsibility for Resources

The postholder will be responsible for developing and managing the departmental budget, setting and implementing the academy's research and development annual plans and oversee the overall reporting of the department.

Key Accountabilities:

1. Strategic planning

- To lead on the conceptualisation, development, implementation and regular review of the Department's strategy, work plans, and systems to achieve the agreed departmental objectives
- Lead the planning of the Academy's research and development and set strategic working relationships with the Academy's stakeholders

2. Programme Leadership

- Development and management of research projects and partnerships with academic bodies, partners and field offices
- Lead the process of identification and development of research project frameworks, including terms of references for external researchers where appropriate
- Lead and direct teams of researchers in the field in complex and often sensitive areas
- Reporting to the Operations Director of the academy at regular intervals on the progress of the research and development division
- Support other staff, members and partners in developing research methodologies and collecting quantitative and qualitative data
- Measure and evaluate progress and results for all projects as well as the department as a whole
- Recruit and manage staff and appointing required external capacity in order to deliver the programs of the academy

3. Communications

- Develop and maintain a network of contacts within the NGO and Academic community to arrive at collectively improved research and development practice.
- Represent the Academy in conferences and other meetings as and when needed
- Internal and external communication and information to staff and IR Partners
- Writing reports and speeches for the MD as and when required

4. Budgeting responsibilities

- Develop annual budgets in consultation with operations Director
- Directs and coordinates activities of personnel responsible for formulation, monitoring and presentation of budgets for controlling funds to implement program objectives of the department
- Directs compilation of data based on statistical studies and analyses of past and current years to prepare budgets and to justify funds requested.
- Reviews operating budgets periodically to analyze trends affecting budget needs.
- Consults with Operations Director to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning.
- Directs preparation of regular and special budget reports to interpret budget directives and to establish policies for carrying out directives.
- Prepares comparative analyses of operating programs by analysing costs in relation to services performed during previous fiscal years and submits reports to Operations Director with recommendations for budget revisions.

5. Others

- To ensure and proactively promote and foster a culture in which Islamic principles, values and approaches which are adopted by IR are consistently respected, applied and complied with in the delivery of the country / division / unit objectives and in the conduct of its employees.
- Responsible for maintaining own professional development.
- To comply with IRW's policies and procedures in undertaking the above roles and responsibilities.
- Performing other related duties incidental to the work described herein. This requires a flexible approach to respond to any work requests from the CEO sometimes at short notice.



Person Specification

<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p>Experience</p> <ul style="list-style-type: none">• Track record of successful supervision of researchers, of academic merit, such as research staff, postgraduate students and/or professional delegates• Experience of leading and managing a group of staff.• Understanding and ability in applied and fundamental research and quantitative and/or qualitative techniques.• Understanding the role and importance of development and humanitarian organisations.• Experience of conducting and managing research.• Understanding of Islam and the contribution of Islamic teachings towards development.• Familiarity and understanding of academic and third sector progress in related fields and the contribution of NGOs and faith based agencies. <p>Skills</p> <ul style="list-style-type: none">• Good oral and written presentation skills in English.• Strong record of written output, in terms of published works based on research.• Able to think strategically and identify research opportunities.• Experience of partnership working with external organisations in relation to research.• Able to communicate effectively with all levels using both written and oral means.• Able to present complex and sensitive issues.• Ability to build and lead teams.• Ability to manage projects effectively and meet targets on time.• Awareness of current issues in Higher Education and funding agencies, with particular reference to research and consultancy.• An enquiring mind and the ability to understand and solve	<p>Experience</p> <ul style="list-style-type: none">• Good track record of successful income generation from research and/or consultancy bids.• Experience of leading and managing a research unit.• Track Record of research in an area related to faith-based development.• <p>Skills</p> <ul style="list-style-type: none">• Other language skills particularly Arabic

complex challenges are necessary

- Able to take responsibility and with the confidence to challenge established practices and come up with new ways of working

Pre-requisites

- Willingness and ability to travel abroad and act independently.
- Ability to work flexibly.
- Willingness to represent the academy externally.

Qualifications

- Doctorate or equivalent, preferably in an aspect of relevance to the post and/or Islamic Relief's broader development work.
- In exceptional circumstances, very substantial work experience may replace a terminal degree, though a post graduate qualification in a relevant discipline is essential

Other

- Carry out other duties as may be assigned or required from time to time.