**MPLS Associate Head of Division (Research)**

The MPLS Associate Head of Division (Research), supported by the MPLS Head of Research Support and the wider Divisional Research Support team, will:

1. Support and represent the Head of Division in matters relating to research funding, planning, strategy, assessment and infrastructure, and chair Divisional committees and working parties as appropriate (e.g. MPLS Research Forum);
2. Advise the Divisional Board and General Purposes Committee on all matters relating to research strategy and activity in MPLS;
3. Support the development of cross-divisional research themes, working with academic leads in departments, to advance strategic research priorities via mechanisms such as the University’s Strategic Research Fund;
4. Represent the Division on appropriate University committees (University Research and Innovation Committee, REF Project Board, Fell Fund Committee) and working parties in the general area of research, as requested by the Head of Division;
5. Represent the Division on relevant bodies (including, for example, monthly liaison meetings with RSO), and monitor and support the development of major grant applications working with RSO officers as appropriate;
6. Liaise with other Associate Heads, as appropriate, on issues around advocacy for research staff;
7. Support individual grant applications and the process of their evaluation by the Research Councils, where key strategic developments arise (which may also include sift panel activities; and
8. Represent the Division’s interests through liaison at a national level with the key Research Councils, notably EPSRC, STFC, BBSRC, and NERC.

The Associate Head (Research) is an ex-officio member of the following MPLS Divisional bodies:

* Divisional Board;
* General Purposes Committee;

and attends the weekly meeting of Associate Heads of MPLS.