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Hiring the right Research Office staff: a project management strategic process

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A challenging process

Creation of a strategic path and strategic management of objectives:

- new impulses
- positive forward thinking planning
- accomplishing challenging goals



Key point

Have a clear organizational chart: compliant with the institutional organization and well balanced with the number of macro activities managed by the office.



Proactive vs Reactive

PROACTIVE SERVICE versus REACTIVE SERVICE

The main differences are in the work organization and in the competences of people engaged in specific roles.

Units, roles and competences have to be secured together in order to strengthen the consultancy quality and give researchers the opportunity to trust in services offered.



Typical reactive service

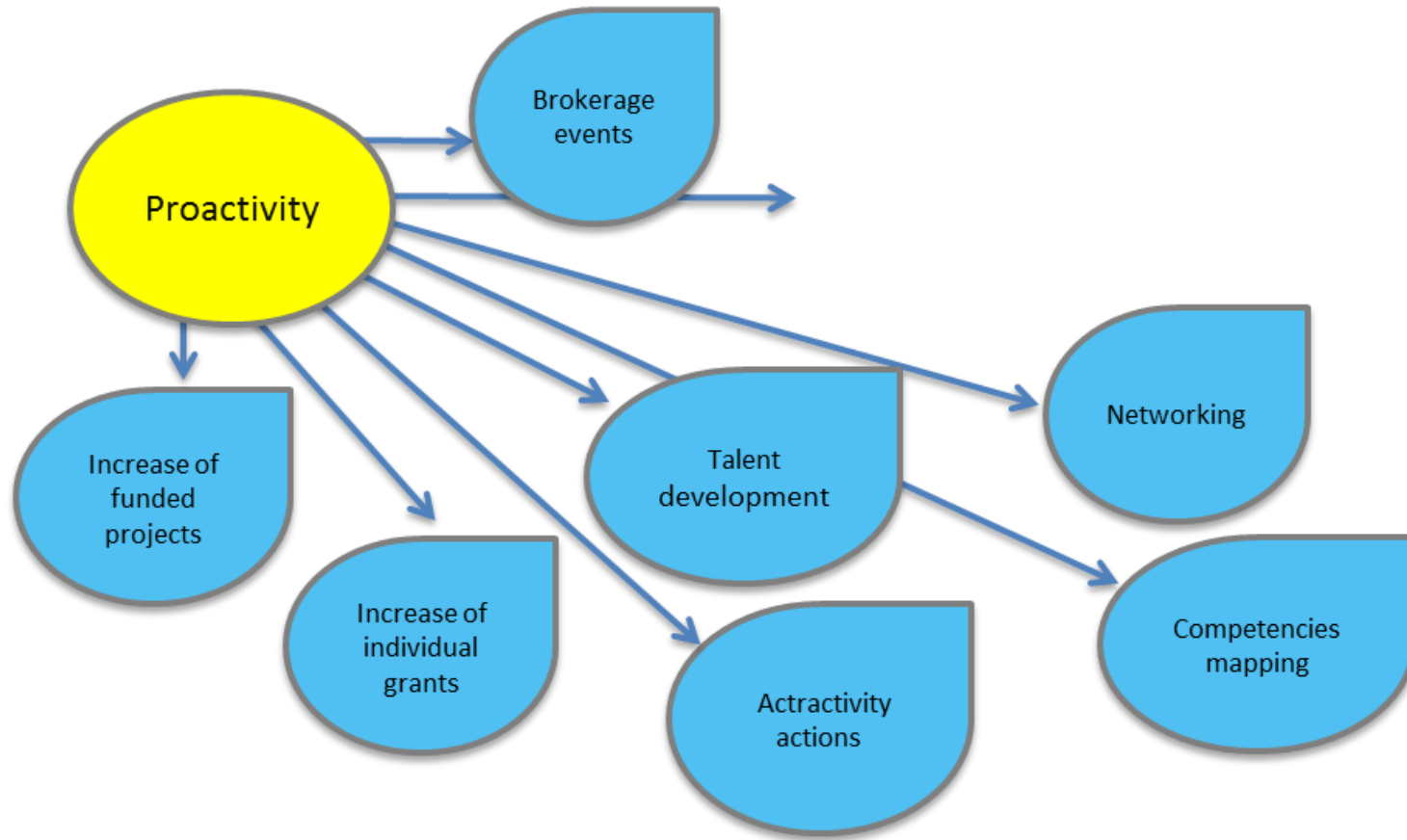
HORIZONTAL STRUCTURE

Services Provided

- Information on funding opportunity
- Support to the management of national and or international funding programmes
- Monitoring on the research related activity in the University
- Management of central processes related to the research in the University



Proactive service



A service can be considered proactive when researchers' silent needs are taped and translated into services with an high added value



Challenge

The challenge for a RM is to try to get the maximum from the existing profiles in the Research Office, trying to analyze everyone vocation and find gaps to be filled in order to build an excellent research support unit.



About the need...

- ✓ Professional expertise: knowledge and skills.
- ✓ Anticipation and optimization: how to embrace change to reach your organization' s funding goals?
- ✓ Flexibility: how easily and to what extent is your office willing to adapt when changes occur?
- ✓ Funding organizations sensitivity: behind the scene and how to use this to advantage of your organization?
- ✓ Balance: interests of scientists and the interests of funding organizations?

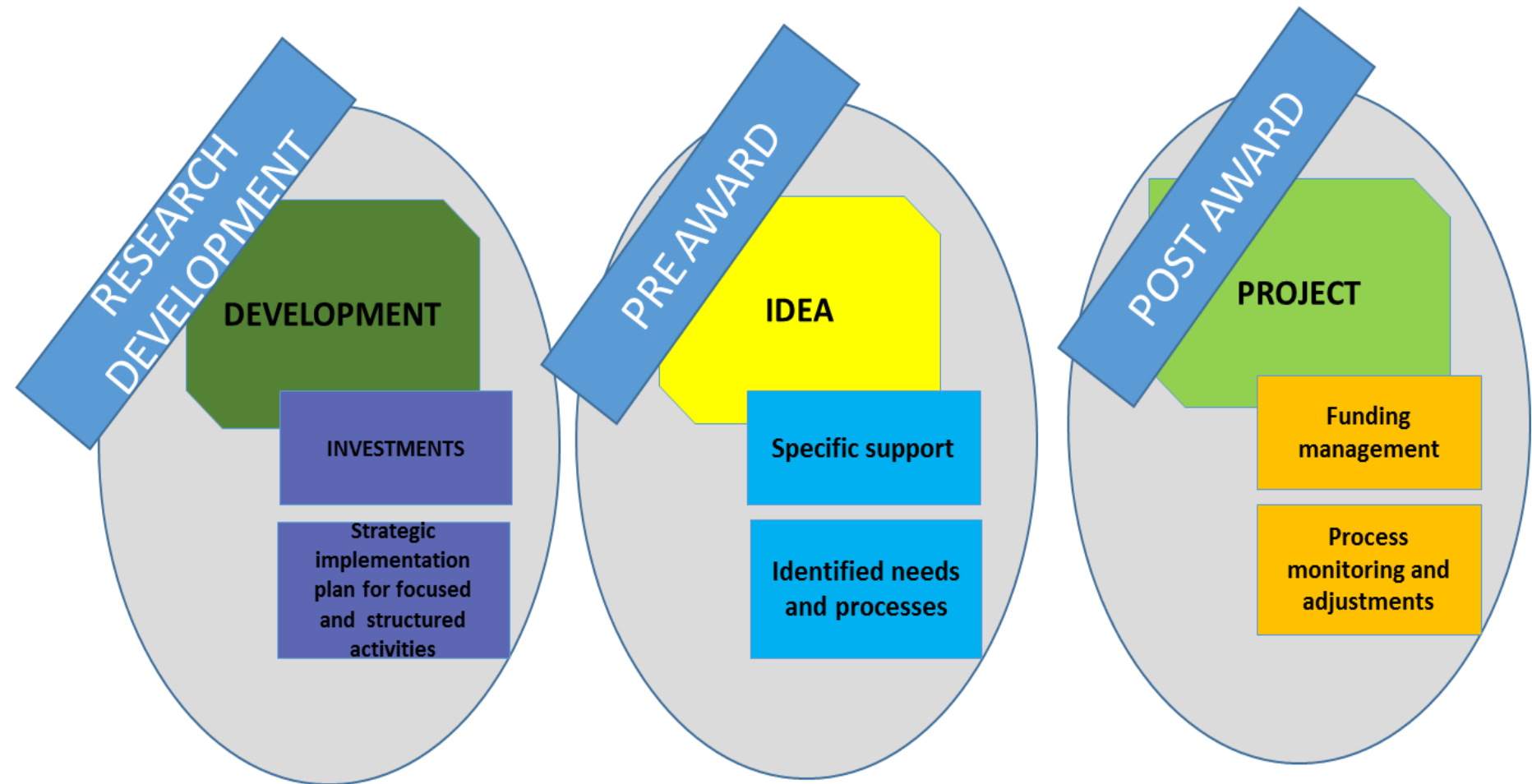


To hire the right staff

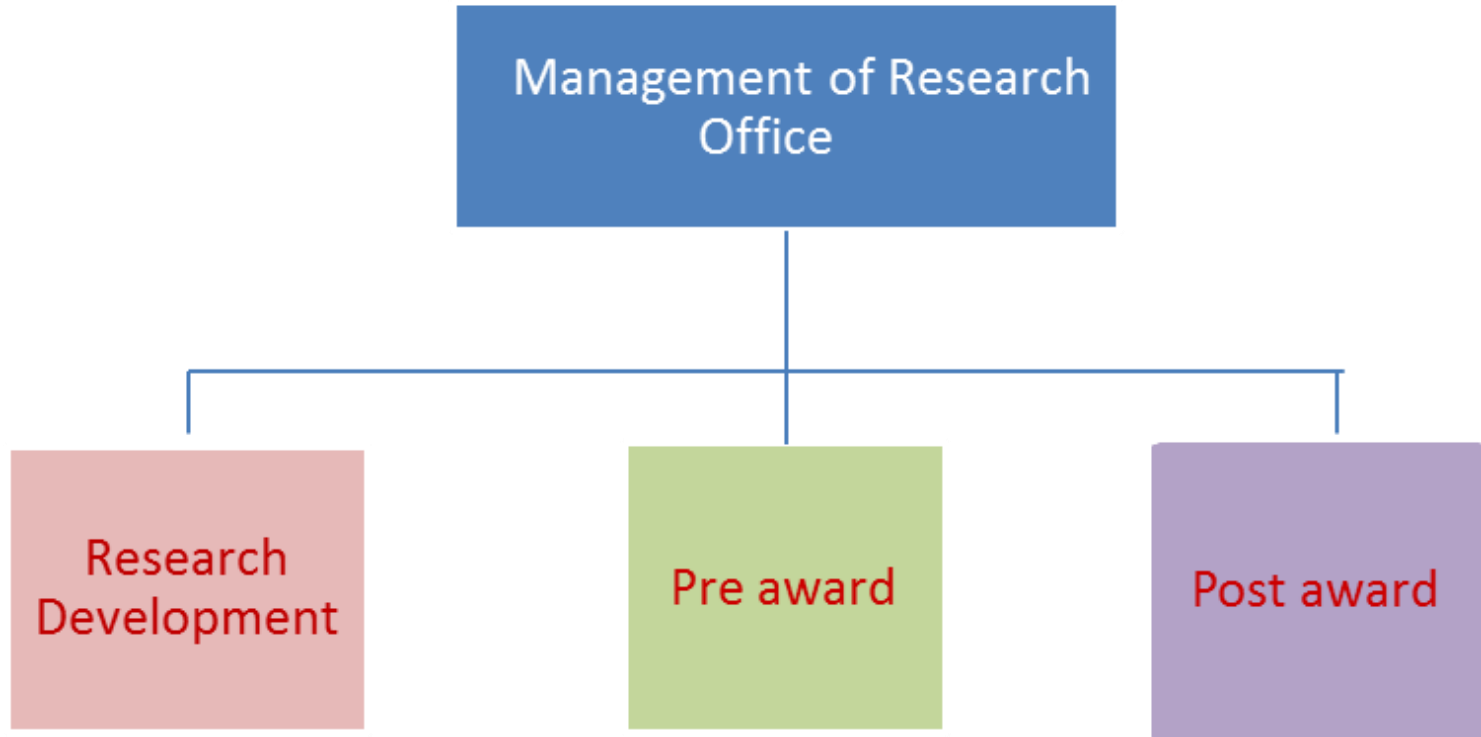
- Clear strategy
- Definition of a management model
- Areas of interests
- Topics



Our strategic process



Research Office optimal structure



Research Development Unit

EXPERT IN RESEARCH STRATEGIES	To develop and implement internationalisation Research processes and organise coaching strategies	<ul style="list-style-type: none"> • Strategic development experience within the research and innovation field • Formal or non-formal training in the research management sector • Strategic coordination and planning experience for complex entities • Knowledge of the university regulatory framework and of the entity's regulations • Knowledge of national and international research evaluation systems • Possible simulation test in person
EXPERT IN SCOUTING AND MACRO STRATEGY RESEARCH	Analysis of the scientific and technological profile of research departments and of individual researchers to implement matching strategies with financing and networking opportunities	<ul style="list-style-type: none"> • Technical-scientific background or degree • Knowledge of national and international research classification standards • Knowledge of the main European and international research platforms and networks • Knowledge of instruments for identifying info-days and brokerage events • Possible simulation test in person
EXPERT IN CAREER AND DEVELOPMENT COACHING	Implement support processes for research career development	<ul style="list-style-type: none"> • Humanities degree or background • Knowledge of industrial and organisational psychology • Knowledge of the pathways for achieving a career in research • Knowledge of research evaluation criteria • Possible simulation test in person
EXPERT IN THE ADMIN. AND LOGISTIC ORGANISATION FOR TALENT DEVELOPMENT ACTIVITIES	Implement the administrative and logistic organisation for talent development activities	<ul style="list-style-type: none"> • Knowledge of the regulations and procedures for the use of the university's spaces and tools • Organisational and usage skills for logistic resources • Possible simulation test in person



Pre Award Unit

EXPERT IN INDIVIDUAL GRANT PLANNING	Implement support and technical assistance for individual grants	Experience of European individual grant projects Specific non-formal training Possible simulation test in person
EXPERT IN PARTNERSHIP OR COLLABORATION GRANT PLANNING	Implement support and technical assistance for participating in international and European tender applications	Experience of European partnership or collaboration grant planning Specific non-formal training Possible simulation test in person
EXPERT IN NATIONAL AND REGIONAL TENDER APPLICATION PLANNING	Implement support and technical assistance for participating in national and regional tender applications	Experience of national and regional tender application planning Specific non-formal training Possible simulation test in person
EXPERT IN ADMINISTRATIVE ISSUES FOR CORPORATE SECTOR AND FOR PARTICIPATING IN NATIONAL AND INTERNATIONAL CALLS FOR TENDER	Implement support and technical assistance for participating in the corporate sector (commercial) and to national and international tenders	Participation experience and administrative support for national or international tenders Specific- non-formal training Possible simulation test in person



Post Award Unit

EXPERT IN PROJECT MANAGEMENT, FINAL REPORTING AND AUDITS	Implement the support and technical assistance for final reporting and auditing procedures	Experience in project management, final reporting and audits Specific non-formal training Possible simulation test in person
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EXPERT IN PROJECT MANAGEMENT	Implement support and technical assistance for project managing	Project management support experience Specific non-formal training Possible simulation test in person
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EXPERT IN MANAGING ADMINISTRATIVE ASPECTS OF PROJECTS	Implement support and administrative assistance for projects	Experience in administrative project assistance Specific non-formal training Possible simulation test in person
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Thank you!

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