

Candidate Information

Position:	Research Development Officer
School/Department:	Research Development
Reference:	19/107915
Closing Date:	Monday 18 November 2019
Salary:	£33,797 to £40,322 per annum
Anticipated Interview Date:	Friday 29 November 2019
Duration:	Permanent

JOB PURPOSE:

To assist the Research Development Managers (RDMs) in supporting academic staff and developing the University's research base within a specific faculty research area. The RDMs provide a wide-ranging service to the academic community, including scanning for funding opportunities, providing professional expertise in preparing and writing research proposals, training for new and existing staff, and facilitating collaborative and cross disciplinary research across the University. The post holder aids the RDMs in these activities, providing accurate advice to academic staff and efficient coordination of strategic projects/initiatives. It is expected that the post holder will spend the major proportion of their time on supporting activities related to the Faculty of Engineering and Physical Sciences and the Faculty of Medicine, Health, and Life Sciences, but may be required to contribute to areas across the full range of the University's portfolio as required.

MAJOR DUTIES:

1. Develop and maintain a detailed subject-specific knowledge of funding opportunities and appropriate networks, at regional, national and international levels achieved through depth of knowledge of specialist funders and funding databases and publications – e.g. Research Fortnight, Research Councils, Research Charities, UK Research Office (UKRO).
2. Work with the University Research Development Managers, to identify and disseminate information regarding external research funding opportunities from UK, EU and overseas organisations. Provide more targeted funding information across a range of academic Schools, identifying opportunities for collaborative and interdisciplinary responses to research funding calls.
3. Support the analysis of strategic plans of funding organisations, developing a detailed understanding of funding priorities and improve a database of funder intelligence e.g. membership of grant panels and funding application deadlines. Use this to effectively match proposed research projects with suitable potential funders on behalf of academic staff.
4. Provide close support to both academic investigators and institutional level initiatives, identifying opportunities and supporting applications for large scale strategic funding e.g. to the UK Research Councils. Support for the development of research proposals will include all elements of the application process including (but not limited to) provision of advice, writing and editing key components of proposals, development of robust bid costings, coordination of stakeholders and consortium/partnership agreements.
5. Provide a Faculty-facing service to comprehensively address all issues relating to Research Development including, but not limited to, eligibility requirements, meeting terms and conditions, data management, achieving impact, ethics, research governance, contracts and the University approval requirements.
6. Proactively engage with senior academic colleagues including Heads of Schools, Directors of Research and key Administrators to communicate funding intelligence as well as identifying and addressing research development and support needs including training for academics.
7. Establish and manage communications with a network of funders' strategic advisory boards and senior colleagues in other Institutions in order to further increase knowledge and awareness of forthcoming opportunities.
8. Plan, organise and participate in meetings and research events related to RDM activities and key senior level meetings as appropriate. This includes providing administrative management and liaising with other administrators in the university.

9. Responsibility for developing and maintaining the content of the research development web pages using the University template and editing system. This will involve responsibility for ensuring key policies, processes and funding information is comprehensive, updated and made accessible to academic stakeholders.
10. Service and participate in key senior level meetings as appropriate.

Planning and Organising:

1. Contribute to short and medium term strategy within the office and to take responsibility for the development and delivery of key strategic projects/ initiatives.
2. Regular monitoring of external sources of information to ensure that funding opportunities are identified and deadlines are recorded.
3. Supporting the RDMs in organising application submissions and planning for major bids, requiring multiple stakeholders across the University.
4. To plan and organise workshop events, training sessions and networking activities as directed by the RDM.

Resource Management Responsibilities:

1. Contribute to the development of budgets for externally funded initiatives, and monitor and report on expenditure for strategic initiatives as required.
2. Manage personal time and workload on a medium-term basis to support the Research and Enterprise Directorate objectives in line with the University's Vision.

Internal and External Relationships:

1. Work closely with Faculty Research Directors and key research personnel to expedite the delivery of the Faculty and University research strategies.
2. Liaise with and provide professional direction to Research staff in Academic Departments ensuring that they are aware of University strategies and policies and to identify training needs.
3. Work alongside key Principal Investigators to offer professional guidance and assistance in developing their funding portfolios.
4. Developing close working relationships with academic staff within Schools and with colleagues within the Research Development team. Engage widely at all levels with University support services (e.g. Finance, Purchasing, Estates, Information Services, Personnel), during bid preparation and delivery of initiatives.
5. Keep close contact with members of University staff who sit on key external advisory boards to ensure timely flow of information.
6. Provide a link between the directorate and the academic and administrative community within the faculties and provide representation and expert advice at meetings such as Faculty Research Committees (or their equivalent).
7. Work with colleagues in the directorate to ensure that appropriate services are offered, combined, utilised and delivered to maximise the alignment of research, the achievement of research funding, the undertaking of research that is ethical and the exploitation of its results. This can include working directly for teams outside research development as necessary.

ESSENTIAL CRITERIA:

1. *Honours degree in a relevant subject (or its equivalent).
2. *Substantial experience in a similar or related area (research funding/research management).
3. *Experience of costing and pricing of proposals and an understanding of financial management principles.
4. *Knowledge and understanding of the Higher Education sector and research funding environment.
5. *Excellent proposal writing skills and an ability to take a critical and analytical approach to reviewing documents and proposals.
6. Ability to use IT (e.g. Microsoft Office suite and the Internet).
7. Strong communicator both verbally and in writing.
8. Proven ability to manage multiple simultaneous projects of significant size and/or complexity.
9. Ability to work independently with a high level of self-motivation, whilst also supporting a small team of Research Development Managers.
10. Evidence of strong networking and relationship building skills.
11. Customer orientated approach to problem solving and meeting multiple deadlines.
12. Willingness to work flexibly.

DESIRABLE CRITERIA:

1. *A postgraduate or professional qualification.
2. *Experience of working within an academic research group/ a research environment.
3. *Evidence of working with research funding organisations and successfully securing funding.