

## Candidate Information

**Position:** Research Development Officer (EPS)  
**School/Department:** Research Development  
**Reference:** 22/110015  
**Closing Date:** Wednesday 17 August 2022  
**Salary:** £34,304 - £40,927 per annum.  
**Anticipated Interview Date:** Friday 9 September 2022

### JOB PURPOSE:

To assist the Research Development Manager (RDM) for Engineering and Physical Sciences in supporting academic staff and developing the University's research base within a specific faculty research area. The RDM provides 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 RDM 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 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 in-depth knowledge of specialist funders and funding databases and publications – e.g. Research Professional, UKRI, Research Charities, UK Research Office (UKRO).
2. Work with the RDM 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. 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.
8. 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.
9. Service and participate in key senior level meetings as appropriate.

**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. Knowledge and understanding of the Higher Education sector and research funding environment.
4. Excellent proposal writing skills and an ability to take a critical and analytical approach to reviewing documents and proposals.
5. Ability to use IT (e.g. Microsoft Office suite and the Internet).
6. Proven ability to manage multiple simultaneous projects of significant size and/or complexity.
7. Evidence of strong networking and relationship building skills.
8. Customer orientated approach to problem solving and meeting multiple deadlines.
9. Willingness to work flexibly including to travel nationally and internationally as required.
10. Strong communicator both verbally and in writing.
11. Ability to work independently with a high level of self-motivation, whilst also supporting a small team of Research Development Managers.

**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.
4. Experience of costing and pricing of proposals and an understanding of financial management principles.