Candidate Information

Position: Research Development Officer
School/Department: Research and Enterprise
Reference: 22/110460
Closing Date: Wednesday 4 January 2023
Salary: £35,333 - £42,155 per annum.
Anticipated Interview Date: Thursday 19 January 2023
Duration: Fixed Term 3 years

JOB PURPOSE:

To support academic staff in developing funding applications across a broad disciplinary research area and coordinate and deliver training and advice for early career researchers. The postholder will be based within the Research Development team, which provides a wide-ranging service to the academic community including scanning for funding opportunities, providing professional expertise in preparing and writing research proposals, delivering training for new and existing staff, and facilitating collaborative and cross-disciplinary research across the University. The Research Development Officer will aid these activities by providing accurate, up to date advice to academic staff, coordination of strategic projects/initiatives and contribute to other research support activities primarily related to the Faculty of Arts, Humanities and Social Sciences, and across the full range of the University's portfolio as required.

MAJOR DUTIES:

1. Provide support, training and advice to early career researchers (ECRs) across the institution, in collaboration with the Post-doctoral Development Centre (PDC) and the Queen's Fellowship Academy.
2. Develop and maintain a detailed subject-specific knowledge of funding opportunities and appropriate networks, at regional, national and international levels achieved through in-depth of knowledge of specialist funders and funding databases and publications – e.g. Research Professional, UKRI, Research Charities, Trusts and Foundations.
3. Work with the Research Development Manager 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.
4. 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.
5. 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, assisting the development of robust budgeting with finance colleagues, coordination of stakeholders and consortium/partnership agreements.
6. 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, and the University approval requirements.
7. 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.
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 and servicing and participating in key senior level meetings as appropriate.

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. Any other duties that fall within the general ambit of the post.

ESSENTIAL CRITERIA:

1. Honours degree in a relevant subject, e.g. Arts, Humanities or Social Sciences (or its equivalent).

2. Minimum of 3 years' relevant 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. Strong communicator both verbally and in writing.

10. Ability to work independently with a high level of self-motivation, whilst also supporting a small team of Research Development Managers.

11. Willingness to work flexibly including to travel nationally and internationally as required in accordance with the needs of the post.

DESIRABLE CRITERIA:

1. A postgraduate or professional qualification.

2. Relevant experience of working within an academic research group/ a research environment.

3. Evidence of working with research funding organisations and successfully securing funding.

4. Relevant experience of using electronic grant applications and submission systems (EU portal/Je-S/FlexiGrant) and/or experience of costing and pricing of proposals.