Candidate Information

Position: Research Development Assistant
School/Department: Research Development
Reference: 23/110610
Closing Date: Monday 6 February 2023
Salary: £29,619 - £34,308 per annum.
Anticipated Interview Date: Thursday 16 & Friday 17 February 2023

JOB PURPOSE:

To provide administrative and project support for a range of initiatives in line with the Research Development team function. The Research Development team 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 post holder will support these activities, principally across the Faculty of Medicine, Health and Life Sciences, and on occasion to the Faculty of Engineering and Physical Sciences.

MAJOR DUTIES:

1. Provide administrative and project support to the Research Development team for a diverse range of initiatives, including:
   • Use of funding databases to identify funding opportunities.
   • Preparation of regular funding opportunity updates and bulletins.
   • Administrative support for strategic funder visits.
   • Support for internal peer review and managed bid processes.
   • Support for research application preparation and submission.
2. Provide secretariat support to committees, forums and meetings, through the preparation of relevant documentation, servicing meetings, and providing regular progress reports and updates.
3. Disseminate and maintain expert knowledge of funding opportunities, funders' policy priorities and agendas.
4. Responsibility for the administration of various internal funding initiatives and competitions.
5. Providing support to researchers and support staff on proposal development. Monitor and maintain budgetary information and provide management information and reports for senior managers and committees.
6. Lead/support (as appropriate) in the design and implementation of resources, guidance, briefing sessions and on-line tools for use by academic colleagues on the external research landscape and developing successful funding applications.
7. Lead/support (as appropriate) the planning and organisation of events such as training sessions, networking events, roundtable discussions, and meetings for internal and external stakeholders.
8. Support communications with internal and external stakeholders through use of social media accounts, and development and regular maintenance of the Research Development webpages.
9. Work closely and flexibly with the Research Development Managers and Research Development Officers to ensure a high quality, seamless and connected service to the research community is maintained at all times, and to contribute to the further develop the services of the Research Development Team.

ESSENTIAL CRITERIA:

1. Educated to degree level or equivalent academic/vocational qualifications.

2. Minimum of 2 years' recent experience in a research support environment, to include;
   - Demonstrable understanding of issues relating to research and research grant applications.
   - Detailed knowledge of the current research funding landscape.
   - Preparation of high-quality written reports.
   - Assisting in the organisation and management of events.
   - Sourcing and analysing detailed and relevant information, and interpreting and reporting on this in a meaningful way for the target audience.
   - Successfully contributing to the delivery of complex projects, and of planning and completing project activities within fixed timeframes.
   - Using software/tools to analyse research performance.
3. Demonstrable experience in using funding databases e.g. Research Professional to identify funding opportunities across broad disciplinary areas.
4. Ability to prioritise and manage own workload across a diverse portfolio of responsibilities, to meet tight deadlines.
5. Strong IT skills, with proficiency in Microsoft Office applications including Word, Outlook, Excel and Powerpoint.
6. Excellent interpersonal skills, and the ability to develop strong working relationships with colleagues and external stakeholders.
7. Strong team-working skills, with the ability to play a leading or supporting role as required.
8. Willingness to work flexibly including to travel nationally and internationally as required in accordance with the needs of the post.

DESIRABLE CRITERIA:
1. Professional training, ideally a formal qualification delivered by a professional body, such as ARMA.
2. Participation within external HE research funding networks, groups and bodies.