

Candidate Information

Position:	Impact Acceleration Officer (MRC/BBSRC)
School/Department:	Research and Enterprise
Reference:	24/112041
Closing Date:	Monday 15 July 2024
Salary:	£37,841 - £45,148 per annum.
Anticipated Interview Date:	Wednesday 31 July 2024
Duration:	Fixed term for 22 months

JOB PURPOSE:

Acceleration Accounts (IAA) from UK Research and Innovation (UKRI) through the Biotechnology and Biological Sciences Research Council (BBSRC) and the Medical Research Council (MRC).

These funding programmes enable the University to enhance our fully-engaged and impact-focused research culture for academics involved in research across the University that is relevant to the aforementioned two Research Councils. We are, therefore, looking to appoint an Impact Acceleration Officer who will be responsible for co-ordinating and supporting the delivery of all IAA-related activities.

MAJOR DUTIES:

1. Work with the Business Alliance, the Research Development and the Commercial Development Teams to provide dedicated support for the delivery of the IAA funding programmes, adhering to the agreed Work Packages, activities and KPIs set out in the original IAA business cases.
2. Co-ordinate, administer and deliver a programme of activities that supports Queen's academics who are involved in projects and relationships with external partners to generate impact. This will involve:
 - Managing all aspects of funding programmes including setting milestones, managing funding calls, sourcing and coordinating external and internal reviewers, developing delivery plans, liaising with applicants and with successful recipients, and all monitoring and evaluation requirements.
 - Promoting the various opportunities through the IAAs to academics and researchers.
 - Supporting the development of partnerships with NGOs, the business community, life health sciences and agri-food industries, the community and voluntary sector, and arts, creative and cultural organisations.
 - Assist the development of intellectual property and commercialisation activities of funded projects, with guidance from commercial development and intellectual property managers.
 - Developing and managing a repository of successful applications.
 - Management of events.
3. Coordinate a programme of capacity building activities that will lead to new impact structures, support and engagement processes for academics involved in research across the University. This will involve procuring external training providers for a number of impact-related courses and working with the University Impact Team to manage the delivery of internally-facilitated training courses.
4. Liaise with the funders to ensure that the IAA funding programmes are optimised to deliver in line with funder objectives and requirements and in order to maximise the impact of research undertaken at the University.
5. Monitor all IAA-funded projects against agreed deadlines, milestones, budget, and reporting requirements.
6. Maintain electronic files of all IAA-related documentation, ensuring that information is kept securely, and confidentiality is maintained as appropriate. Use appropriate documentation to prepare reports as required.
7. Develop appropriate reporting mechanisms to collate all data and information that will form the basis of the reporting required by the Research Councils.

8. Contribute to and support the development, management and implementation of a communications strategy to promote the opportunities and outcomes of the IAAs, including updates to webpages, newsletters, databases of contacts, Social Media activity and mailouts.
9. Ensure all opportunities for funding and training through the IAAs are promoted internally to academics and researchers and to external partners, where appropriate, and all outcomes are communicated to them in a timely manner.
10. Build and maintain positive and effective working relationships with a range of stakeholders to ensure that all required work is completed within agreed timescales and resource allocations.
11. Provide administrative support for all meetings of the QUB IAA Steering Group and the three IAA-specific Working Groups, which involve senior colleagues from relevant Queen's schools and directorates and external partners. This includes the administration of meetings, preparation of documents, preparation and circulation of agenda papers, organisation and communication, effective minute-taking and reporting.
12. Provide assistance with other project activities when required.

ESSENTIAL CRITERIA:

1. Honours degree or equivalent qualification in a relevant discipline e.g. biomedical science, pharmacy, biology etc.
2. Substantial recent relevant experience in a role that involved project coordination.
3. A relevant and proven track record of coordinating a business support or other funding programme.
4. Experience of monitoring outputs from projects against set performance indicators and tracking and reporting on budgets.
5. Experience of dealing with external funders, including all monitoring, evaluation and reporting requirements.
6. Excellent IT skills, including experience of managing websites and Social Media content.
7. Evidence of strong interpersonal and networking skills with the ability to deliver professional advice and support to potential stakeholders.
8. Proven track record of organising and supporting engagement events, including training courses, meetings and seminars.
9. Excellent written and oral communication skills and an ability to influence at all levels.
10. Ability to work independently with a high level of self-motivation while also as part of a team.
11. Ability to travel to meetings and conferences nationally and to work irregular hours when required

DESIRABLE CRITERIA:

1. Experience of working in the Higher Education sector.
2. A recognised qualification in project management.
3. Demonstrable knowledge and understanding of current national policies for research and research impact in the UK higher education sector including best practices related to responsible innovation and principles of maintaining EDI.