

JOB DESCRIPTION
Faculty Research Officer
Vacancy Ref: N263



Job Title:	Faculty Research Officer	Present Grade: 6P
Department/College:	Faculty of Arts and Social Sciences	
Directly responsible to:	Faculty Manager	
<u>Contacts:</u>		
Internal: Associate Dean for Research; Faculty Manager; University Research Support Office; Departmental Directors of Research; Faculty Web Officer; academic and support staff in departments; colleagues in the Faculty Office		
External: UK Research Councils, especially AHRC and ESRC, European Commission, UKRO, British Academy, Leverhulme Trust and other funding organisations including government and commercial enterprises; ARMA		
<u>Overall Duty:</u>		
To provide reliable and timely advice and guidance to academic staff across the 10 departments in the Faculty of Arts and Social Sciences on all matters relating to pre-award research support and to provide Faculty level support in maintaining records and reporting on Faculty research activities.		
<u>Major Duties:</u>		
<ul style="list-style-type: none"> • To identify sources of external research funding of relevance to the disciplines in the Faculty, and of relevance to the requirements of individual academic staff members seeking advice on sourcing funding opportunities, and to take responsibility for the appropriate dissemination of this information in accordance with the funders' aims and conditions and the discipline areas and research interests of academic staff; • To advise academic staff on appropriate funders, application procedures, funders' terms and conditions and on the development of project budgets using full economic costing, and provide general support for academic staff in the preparation of funding applications (e.g. assistance with developing networks and arranging workshops); • To support and train academic staff on the use of the University's project costing software (pFACT) and on funders' electronic submission software; • To take responsibility for maintaining the content of the Faculty's online database of current research funding opportunities in a timely manner and for updating the content of the research support web pages as appropriate. • To manage the Faculty's Peer Advisor service and ensure all steps in the process are adhered to; • To maintain and extend the Faculty's repository of successful funding applications and manage the loan process; • To provide support for the organisation and delivery of Faculty research training courses (e.g. training in the preparation of grant applications for early-career and mid-career academic staff) and events and meetings relating to research funding competitions; • To provide post-application support for awarded projects where appropriate (e.g. advising academic staff on the dissemination of outcomes; assistance with reviews and reporting); 		

- To provide administrative support for the preparation of the 2014 Research Excellence Framework (REF) and other internal and external audits of Faculty research activity (e.g. Annual Research Review);
- To prepare research information as required by departments (e.g. annual departmental research reviews), the Faculty (e.g. reports for the Dean), the University, funding bodies (e.g. Research Council consultations), HEFCE (e.g. REF) and any other appropriate external audiences;

Other duties:

- To service the Faculty Research Committee and ensure that the relevant committee business is progressed in a timely manner.

General:

To undertake any other duties or training and development, appropriate to the grade of the post as required by the Faculty Manager as appropriate.