

JOB DESCRIPTION
Research Development Officer
Vacancy Ref: A1406

Job Title:	Research Development Officer	Present Grade: 7P
Department/College:	Research and Enterprise Services	
Directly responsible to:	Head of Pre-Award Team, Research Services	
Supervisory responsibility for:	None	
Other contacts		
Internal: Pro-Vice-Chancellor (Research), Associate Deans for Research (ADRs), Impact Officers, Research Support Administrators, faculty and departmental academic and administrative staff, other sections within RES, other sections in Professional Services, e.g. HR, Finance		
External: Researchers and professional staff from other research organisations, funders, industry and research end-users, professional associations, subscription services and networks, such as ARMA and UKRO.		
Job Purpose: The provision of a proactive and comprehensive faculty-facing support service for the planning, development and delivery of the University's externally funded research activities.		
Main Duties: <ol style="list-style-type: none">1. Supporting and collaborating with Research Development Managers (RDMs), ADRs and Directors of Research in Departments in horizon scanning, promoting and targeting funding opportunities, planning and organising large strategic submissions and major bids and working alongside academic staff to offer professional guidance and assistance in developing their funding portfolios.2. Working closely with other members of the Pre-Award and Research Development teams to coordinate workloads and manage the bid process for a diverse portfolio of research proposals and to ensure matched funding is agreed and institutionally approved prior to submission. Working closely with colleagues to provide an effective and efficient service at all times and across both central and faculty based locations.3. Working closely with academic staff in the preparation of externally funded research applications, reviewing bids and drafting non-technical and institutional strategic position content where appropriate, advising on the application procedures, funders’ submission systems and terms and conditions and ensuring bids meet eligibility and evaluation criteria of the funder.4. Working closely with the appropriate ADRs to support the delivery of the faculty strategic research objectives and supporting research-related activities within the faculty including but not limited to: administering faculty research funds, servicing faculty research committees and working groups.5. Working closely with academic staff and RDMs on collaborative bids including planning timelines for proposal submissions, project-managing the overall development of the proposal and coordinating and liaising with project partners to gather information on collaborative bids.6. Working closely with Impact Officers in incorporating impact into research proposals specifically and the		

generation of relevant systems, case studies and marketing more generally.

7. Identifying potential areas of collaboration, working with Research Directors and senior colleagues across departments and faculties to manage the process of bringing researchers together for collaborative grant opportunities.
8. Developing and maintaining a high level of knowledge for an agreed subset of major funder/customer relationships, gathering, analysing, and disseminating and providing specialist advice on funder policy and research priorities / fore sighting information. Contributing ideas and content for the promotion of the University's capabilities, expertise, and activities to relevant funders.
9. Maintaining a good understanding of the University's policies as they relate to research, e.g. governance, ethics and intellectual property, and ensuring these are taken into account during the process of bid development.
10. Reviewing and facilitating approval of grant awards on behalf of the University, liaising with the Contracts Team as appropriate and ensuring key obligations are communicated to and understood by investigators
11. Providing general support for the preparation for the Research Excellence Framework and other evaluation or assurance exercises related to research.
12. Planning, contributing to and delivering research and researcher development related events, including sandpits, workshops, training and network sessions.
13. Promoting and encouraging the use of the University research information system (PURE) to academic staff to capture research outputs, activities and impact.
14. Contributing to the enhancement and developments of services, systems, data capture and other research-related processes and to support the development of management information on the University's research activities.
15. Networking with other research managers and administrators both internally and externally to share best practice.
16. The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.