**JOB DESCRIPTION**

Research Support Team Leader

Vacancy Ref: A2768

<table>
<thead>
<tr>
<th>Job Title: Research Support Team Leader</th>
<th>Present Grade: Grade 7</th>
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<td>Department/College: Research Services - Part of the Research and Enterprise Services (RES) Division</td>
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<td>Directly responsible to: Research Support and Systems Manager</td>
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<td>Other contacts</td>
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<td><strong>Internal:</strong> Research Services, Research Development Managers, colleagues in the Division, professional services, academic staff, Faculty Associate Deans for Research and Departmental and Faculty officers</td>
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<td><strong>External:</strong> Research sponsors (e.g. RCUK, Government departments, European Commission, charitable organisations), UKRO, ARMA, other HE institutions, project partners, auditors</td>
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**Purpose of the role:**

To manage the Research Support Administrators ensuring the delivery of a comprehensive support service for research grant applications. Responsible for liaising with other teams and individuals involved in supporting the development of research proposals to deliver an integrated and consistent research support service for the faculties. To keep abreast of the systems, funding policies and eligibility criteria used by major research funders, and to support the professional development of the Research Support Administrators.

**Main Duties:**

- Managing and supporting the Research Support Administrator team in its work across a diverse portfolio of research grant applications, setting team goals, and consulting with the Research Support and Systems Manager on specific team development and training needs.
- Working closely with the Research Support and Systems Manager and the Research Development Managers, to support the ongoing development of pre-award systems, processes and associated guidance for academic staff across the faculties.
- Manage the workload of the team, aligning research support to key priorities, taking into account upcoming deadlines to ensure consistent and high quality support for research grant applications is maintained and workloads are flexibly and effectively deployed.
- Ensuring the team works efficiently and effectively, resolving conflicting workload priorities through discussion with key stakeholders with tact and diplomacy.
- Encouraging and motivating teamwork, ensuring all members of the team work together in a cohesive and efficient manner, sharing best practice and supporting other team members and the research development team.
- Providing training sessions to academic staff on research applications processes, including advice and guidance on internal procedures, the role of the contracts team in agreement of contractual obligations, financial regulations and management, and the ethical review process.
- Liaising with a diverse range of funding bodies on issues relating to their systems, procedures, regulations, and grant terms and conditions; keeping informed of changes, and ensuring these are disseminated and understood.
by the team.

- Supporting Research Development Officers on the preparation and full economic costing of more complex research bids, advising on the application procedures, eligibility criteria, funders’ submission systems and funders’ terms and conditions as necessary.
- Liaising with University grant submission approvers at all levels, and departmental and faculty officers on matters relating to research grants and externally funded contracts.
- Supporting the financial management and monitoring systems for the University’s externally funded research, and preparation of management information and analysis of the University’s research activity as required.
- Working with the Research Support and Systems Manager and Research Systems Administrator to make changes to the University’s research costing system, ACP, as required.
- Keeping abreast of changes in the research funding landscape at national and international levels, in particular changes to funders’ requirements and ensuring these are communicated to the team and incorporated into internal practice and procedures wherever necessary.
- Contributing to the overall work of Research Services and other such duties in accordance with the grading of the post as required.