

## Job Description

<b>Job title</b>	Research Development Officer
<b>School / department</b>	Research and Enterprise Operations Office
<b>Grade</b>	Grade 5
<b>Line Manager</b>	Head of Research and Enterprise Operations
<b>Responsible for</b>	n/a

### Main purpose of the job

To provide professional support to:

- UWL's research active academics to progress their research activity and to secure funding
- Monitor and track research activity to support achieving appropriate organisational KPIs and plans for research
- Take responsibility for achieving research bid submission and income targets.

### Key areas of responsibility

1. Providing professional support for the research (and where appropriate knowledge exchange) activities. To include (but not limited to):
  - a. Reviewing final proposals and advising on revisions
  - b. Planning and organising regular meeting with department heads to plan and track research activity
  - c. Organising research workshops and events to support Academic Staff development and networking
  - d. Undertaking day-to-day management of the research tracking system
  - e. Maintaining and updating external research-related webpages
  - f. Servicing research-based committees
2. Supporting members of the research community at UWL to apply for and be successful in securing funded research awards, including proactively promoting specific funding calls to appropriate academic staff and providing guidance on suitability of specific funding calls to the research plans of individual academics.
3. Identifying and disseminating funding opportunities to individuals and groups across the University through various means of communication.
4. Working with individual researchers to develop high quality research proposals, including providing advice and guidance on specific call requirements and funding rules, copywriting, copy editing, financial planning, and application review.
5. Working effectively with other professional teams in UWL (Ethics, Finance, Human Resources, Legal, Vice Chancellors' Executive Office) to ensure all proposals meet funding agency and institutional guidelines in relation to legal, financial, risk and personnel commitments.
6. Coordinate the Institutional Approval process, ensuring all research proposals obtain sign-off prior to submission, in liaison with appropriate members of the Vice Chancellors

Executive.

7. Liaise with funding agency representatives on specific programmes and calls to resolve queries, clarify rules and requirements, and ensure UWL is considered compliant in all aspects of our funded research.
8. For successfully evaluated proposals, providing post-award coordination, including:
  - a. Liaison with funders and other partners to put in place appropriate legal agreements;
  - b. Liaison with UWL Finance department to establish budgets and financial monitoring processes;
  - c. Reporting of outcomes and outputs to appropriate bodies (ResearchFish, funders etc);
  - d. Support for the identification (and protection of) IP and of other potential routes to impact.
9. Evaluating and disseminating lessons learnt from unsuccessful research bid submissions, tracking success rates and analysing data for trends that can be used for organisational learning.
10. Plan, promote and manage the monthly Research and Enterprise development and training seminars and workshops (Brown Bags Lunches)

#### **Dimensions / background information**

This role will be based in the Research and Enterprise Operations Office. The key focus of this role is providing high level support pre- and post-award functions relating to externally funded research, in particular supporting applications to national funding agencies, to a range of academic colleagues across the University. It will also involve developing and driving UWL's research activity and external profile.

## Personal Specification

Criteria	Essential	Desirable
Qualification and/or membership of professional bodies	A Masters or other postgraduate or professional qualification	A PhD, other postgraduate or professional qualification
Knowledge and experience	Knowledge of the UK research environment and experience developing and submitting bids to national funding bodies  Background in research or research administration	Knowledge of and experience developing and submitting bids to European funding schemes
Specific skills to the job	Well-developed writing skills  Proficient in MS Office  Excellent oral communication skills  Excellent planning and scheduling skills	Project management experience and a broad appreciation of research financing
General skills	The ability to build positive relationships with people from diverse backgrounds and at all levels in an organisation  Highly self-motivated with ability to work flexibly and effectively while under pressure to meet demanding deadlines  The ability to work on own initiative and as part of a team, supporting colleagues and continually improving working practice	
Other		
Disclosure and Barring Scheme	This post does not require a DBS check	

**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applications who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

**Desirable Criteria** are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.