Research Facilitator
Department of Biology

Closing date: 8 April 2019
Interview date: 26 April 2019
Vacancy reference: 7433
INTRODUCTION

Research support offered by YESI has facilitated successful research applications worth over £37M, bringing £24M to York in the last 8 years; YESI bids have a very high success rate. The YESI research facilitator has played a critical role in this success – working with staff throughout the University and external partners to drive the submission of the large and complex interdisciplinary and inter-departmental bids that YESI is uniquely placed to deliver for York. Over 100 staff from 17 departments at York have partnered with YESI to develop research projects.

To continue to build on the momentum that YESI has generated and to capitalise on its success in attracting external funding we are looking to recruit to this vacant post.
**Condition of appointment**

This role is exempt from the Rehabilitation of Offenders Act. Consequently, all applicants will be asked to declare both unspent and spent convictions on their application form.

Appointment of the successful candidate will be conditional on a Disclosure and Barring Service check.
Main purpose of the role

A position is available for a Research Facilitator to coordinate provision of support for new funding proposals. The post is based within the York Environmental Sustainability Institute (YESI), an interdisciplinary partnership spanning the social, physical and life sciences at the University of York.

The Research Facilitator will work with the YESI Co-ordinator to develop multi-disciplinary, inter-departmental funding proposals to regional, national and international opportunities. The post will involve engagement with academics across the University as well as with a range of external collaborators and funders.

Key responsibilities (Role holders will be required to undertake some or all of the duties below)

- To develop and maintain a good working knowledge of the activities and expertise of members of relevant academic staff in the Departments; of relevant research funding sources; and of funder and University regulations. To be pro-active in understanding key funders - what is being successful and why and how this may change in future.

- To identify, evaluate and disseminate funding opportunities in environmental research to relevant staff across departments at the University of York.

- To work proactively with funders to promote areas of research strength and to present YESI’s role, strategy and processes to both internal and external audiences.

- To work closely with academic staff to develop the applications, this will include:
  - providing expert advice and feedback on structure and content
  - writing some sections, particularly pathways to impact, justification of resources, management and summaries
  - interpreting funders’ guidance, checking and clarifying criteria and ensure that the application fits the scope of the funding scheme
  - identifying and co-ordinating input from various departments and external research partners (Universities, businesses and NGOs)
  - preparing costings on the University’s costing system ensuring that all relevant costs are included and meet academic, funder and University requirements

- liaising with relevant staff in the Research and Enterprise Directorate (RED) on application and contractual matters

- providing timely reminders and enthusiasm to ensure progression of the bid and its timely submission, in line with University and Departmental policies and procedures

- managing the process of grant applications using specialist software as appropriate

- To help build research networks across the University and beyond, organising and facilitating meetings, seminars and workshops to encourage interdisciplinary research collaboration

- To work closely with the RED Research Development team and other related research centres and entities across the University, and promote the co-ordination of research administrators in other areas that support environment research

- To analyse information and produce written reports for YESI’s Management Board, Steering Committee, External Advisory Board and other University or external bodies as required

- To develop and maintain YESI databases, spreadsheets and files

- To provide cover in the absence of other YESI administrative staff

- To be an active member of the University’s Research Administrators’ Forum (YRAF), and thus contribute to the on-going development of University research processes and systems

- To represent YESI at internal meetings and committees as required

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.
# PERSON SPECIFICATION

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<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Good honours degree or equivalent qualification in an environmental discipline</td>
<td>Essential</td>
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<td>Post-graduate degree or equivalent experience</td>
<td>Desirable</td>
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<tr>
<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Understanding of regional, national and international research and innovation funding landscape</td>
<td>Essential</td>
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<td>A relevant level of knowledge of the rules applicable to research funding and grant applications</td>
<td>Essential</td>
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<td>Understanding of complex, global environmental issues</td>
<td>Essential</td>
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<td>Understanding of ‘real world’ research user needs</td>
<td>Essential</td>
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<td>Experience with UK Research Council and/or EU research funding application systems</td>
<td>Desirable</td>
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<th>Skills, abilities and competencies</th>
<th>Essential / Desirable</th>
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<td>Strong administrative, organisational and project management skills</td>
<td>Essential</td>
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<td>Excellent oral and written communication skills, with experience of writing clearly and cogently for a variety of internal and external audiences</td>
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<td>Excellent interpersonal, skills and the ability to multitask under pressure</td>
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<td>Ability to work with a minimum of supervision, deciding priorities from competing demands</td>
<td>Essential</td>
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<td>Good numerical and analytical skills with the ability to source and handle data confidently, with accuracy and attention to detail</td>
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<td>Ability to use technology and applications innovatively to support effective and efficient and / or inform strategic decision making</td>
<td>Essential</td>
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<th>Essential / Desirable</th>
<th>Experience</th>
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<tr>
<td>Essential</td>
<td>A demonstrable track record of developing large scale funding bids</td>
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<td>Essential</td>
<td>Experience of planning, organising and facilitating workshops and networks</td>
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<td>Essential</td>
<td>Experience of and affinity for working with researchers</td>
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<td>Desirable</td>
<td>Experience of interdisciplinary research activities</td>
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<td>Desirable</td>
<td>Experience of finding partners and building strong working relationships</td>
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## Personal attributes

| Essential             | Demonstrable ability to work as part of a team                              |
| Essential             | Responsible, reliable, and highly self-motivated                            |
| Essential             | Organised and flexible, able to prioritise                                  |
| Essential             | Willingness to take initiative, and work independently                      |
| Essential             | Ability to deal with confidential matters and act with discretion           |
| Essential             | Willingness to keep up to date with changes in the research funding environment |
| Desirable             | Willingness, when necessary, to work flexible hours, including outside standard working hours |
The York Environmental Sustainability Institute (YESI) has been created to ensure that York's world-leading researchers can operate in an interdisciplinary setting to undertake the research needed to develop sustainable solutions to current environmental problems. The institute supports world-leading research in three integrated themes – Resilient Ecosystems, Urban Living, Sustainable Food - which reflect the pressing issues that humanity faces as well as key academic strengths at the University of York. The institute is open to all York researchers and their collaborators and fosters innovative interactions between physical, life and social scientists, so providing practical and effective policies for environmental sustainability.

Further information can be found at http://www.york.ac.uk/yesi/
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world's leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen's Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
The University

Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 7433
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 8 April 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

If you have any questions about your application, contact the HR Services team:

rekrutment@york.ac.uk
+44 (0)1904 324835