Research Support Officer

Department: Electronic Engineering
Hours of work: 22.20 hours a week / Part-time
Contract type: Open
Salary: £25,482 – £31,302 reduced pro-rata for part-time working
Introduction

The Department of Electronic Engineering is looking for an enthusiastic and proactive Research Support Officer to support the Research Facilitator in helping our academic staff develop and submit winning applications for research grants. We apply to a wide variety of UK research councils, research charities, government and overseas agencies as well as industrial funders. The department has challenging ambitions to increase its research income in a diverse range of areas, from the highly theoretical to the more pragmatic and applied.

You’ll be helping researchers identify suitable funding sources and navigate both internal and external submission processes, whilst advising on the preparation and costing of submissions. You may also be called on for ad-hoc support for other research-related activities, to help the department plan and manage strategic research priorities, and generally to support the Research Facilitator in providing a professional research support service to the academic community and departmental management team.

You will be working in partnership with academic and administrative colleagues within the department, as well as the university’s Research and Enterprise Directorate, and will liaise routinely with external funders and collaborators in other universities. You will be comfortable engaging with academic and research staff from all career stages (from postdoctoral researchers to senior professors), and working on multiple tasks simultaneously (some with very tight deadlines!). This would be an ideal role for somebody wanting to develop, or build on, experience of research support, in a busy but also friendly and collegiate environment.

This post is available on an open contract, at 60% FTE (22.2 hrs per week), working days to be agreed with the successful candidate.

Main purpose of the role

To be a key point of contact about research matters for academic and research staff in a busy academic department, working with the Research Facilitator to provide a high quality service supporting research grant applications to a wide range of funders, and providing data to support decision making by the departmental management team.

Key responsibilities

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

Pre-Award Support:

- Develop and maintain a good working knowledge of the activities and expertise of staff in the department of Electronic Engineering; of relevant research funding sources; and of funder regulations;
- Keep the department’s systems for alerting staff to new funding opportunities up-to-date and, through awareness of staff’s research strengths/interests and of funding availability, help them to match ideas to suitable sources of funding;
- Assist principal investigators (PIs) with the preparation of research grant applications: this will include providing advice on application procedures and eligibility criteria; completing project costings on the University’s costing system; co-ordination of input from collaborators/sub-contractors; obtaining appropriate authorisations; and ensuring timely submission of applications;
• In conjunction with Research and Enterprise colleagues, ensure that grant applications are made in line with university policies and procedures as well as funder guidelines;
• Maintain up-to-date departmental information about research funding to assist researchers, such as intranet pages, guidance, other documentation and training, in liaison with the Research Facilitator. Ensure that information on successful and rejected applications is shared promptly with appropriate colleagues in central services.

Post Award Support
• Ensure that key contractual obligations of the individual grants and contracts awarded have been highlighted to the relevant PIs;
• Assist PIs with reports to funders and the financial management of live awards; provide PIs with relevant simple financial summaries; proactively monitor live awards to identify any potential budgetary issues and liaise with relevant stakeholders;
• Assist PIs with the co-ordination of any project contributions from subcontractors/ collaborators;
• Contribute to the forecasting of future research grant income for departments;
• Liaise with REO on any grant transfers to/ from other universities.

General
• Contribute to activities designed to promote inter-disciplinary research – for example, helping to arrange and support events for the inter-disciplinary centres;
• Support the Research Facilitator in providing management information to the Department Manager, the Management Accountant and the departmental Research Committee on applications pending, success rates and live awards etc;
• Support the departmental Research Committee, preparing agendas, taking minutes, booking rooms etc.
• As an active member of the university’s Research Administrators’ Forum (YRAF) and Science Faculty Research Administrators’ Forum (Sci-RAF), contribute to the on-going development of university research processes and systems.
## Person specification

### Qualifications
- Educated to degree level or equivalent professional experience **Essential**

### Knowledge
- Understanding of Higher Education Research **Essential**
- Knowledge of the requirements of major sponsors of research activity in engineering/physical sciences **Desirable**
- Knowledge of engineering/physical sciences subject disciplines **Desirable**

### Skills, abilities and competencies
- Good numerical skills **Essential**
- Good interpersonal skills – able to develop good working relationships with all staff **Essential**
- Good communication skills **Essential**
- Good level of computing skills; ability to utilise standard software (eg spreadsheets, databases) and to develop skills associated with specific systems for costing and grant reporting **Essential**
- Able to work independently, prioritise own work and achieve deadlines **Essential**
- Demonstrates consistent accuracy and attention to detail **Essential**
- Demonstrates a pragmatic approach to solving problems **Essential**

### Experience
- Working with financial information **Essential**
- Working in higher education **Desirable**
- Working on research grants administration **Desirable**

### Personal attributes
- Keen to keep up-to-date with new sponsor rules and policies and to develop as a professional research administrator **Essential**
- Keen to deliver a customer-focused service **Essential**
- Willing to learn and develop new skills to meet the needs of the role **Essential**