

JOB DESCRIPTION

Job Title: Senior Funding Development Officer

Grade: SG8

Department: Greenwich Research and Innovation (GRI)

Responsible to: Head of Funding Development

Responsible for: No direct reports

Key Contacts: The role will primarily work with the Head of the Funding Development and the faculty colleagues including R&KE Associate Deans/Associate Heads of School and heads of institutes and Research Centre leads and with the GRI Contracts Unit. A strong link is also envisaged with the Partnership Hub with particular focus on local agendas.

Standard Occupational Classification (SoC code): TBC

Non-Contractual Nature of Role Profile: This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job. This role is specifically focussed towards the Faculty of Engineering and Science.

PURPOSE OF ROLE

Greenwich Research and Innovation (GRI) is the University's central unit providing high quality support to the academic community to assist in the delivery of the ambitious [Research and Knowledge Exchange \(R&KE\) sub-strategy](#) within the University's [Strategy 2030](#). GRI is structured to support all aspects of the project cycle from identifying relevant funding opportunities right through to maximising the impact from the University's activities.

The Funding Development Team form a critical pre-award function in liaising with and serving faculties, identifying opportunities (including use of funding opportunity systems tailored to match academic aspirations), sharing information, and providing advice on funding sources including focussed advice/support on EU opportunities. The team will actively support bid preparation activities and take the lead on aspects of the proposals e.g., budgeting, justification for resources, data management plans etc.

A specific aim is to connect across the university to support interdisciplinary projects. The team will also operate more proactively in seeking new opportunities, including working with the Partnerships Hub, from less traditional sources of funding including charities and foundations and seek to generate local opportunities within London and the SE England region.

The Senior Funding Development Manager is key role assigned to work with one specific faculty (five in total – four faculties and NRI, with NRI being regarded as a faculty here given its strategic importance to R&KE). The role will take responsibility, for one faculty, in this case the Faculty for Engineering and Science, in developing, leading, and managing innovative routes to engagement with a range of public, private and community stakeholders/clients in identifying and securing a diverse portfolio of project funding. This is in effect an account management role with the account being a university faculty. The role will work closely with the faculty R&KE team and faculty academics, and it is expected that the postholder develops a strong working relationship with the faculty with detailed knowledge of the expertise within the faculty, the aspirations relating to increased R&KE activities and can match these with relevant funding opportunities. It would be expected that the postholder routinely attends associated faculty level business and R&KE committees to report on areas of activity.

The role will involve leadership and management of a pool of funding officers who will be available to assist in bid preparation and faculty engagement dependent upon need.

KEY ACCOUNTABILITIES

Team Specific:

- Provide a key point of contact with a faculty (senior management, academics, and professional service personnel) to ensure GRI service provision is aligned with needs of academics with faculty/institute/research centre structures increasing opportunities for R&KE income.
- Research and define areas of technical expertise with most potential for enhancing R&KE returns of technical expertise with best potential for developing partnerships and/or increasing R&KE income.
- Convene and chair a Faculty Operations Group, working with GRI/faculty colleagues ensure central systems are responding to the faculty needs in providing key information for management to inform decisions relating to generating income from new and repeat business activity, ensuring these activities are reported across the wider university to enable transparent sharing of information and tracking performance.
- Provide support to faculty-led bids/tenders advising on what is required in specific proposal sections and call in other GRI expertise e.g., on contracts/IP and/or KE and impact, as required, with the goal of preparing the highest quality submissions.
- With GRI and faculty colleagues, organise and deliver training on bid writing for academic colleagues.
- Present or co-present at faculty events to raise awareness for the support offered to academics developing and/or leading an application for funding.
- Working with faculty colleagues assist in collation and production of management information data on KPI attainment e.g., on application rates, bidding success rates, turnover and retained income levels as

required as well as monitoring and reporting on the relevant R&KE sub-strategy and strategy 2030 targets.

- Assist in building relationships with key faculty stakeholders – public, private and community to ensure the university is playing an active/leading role in the local growth agendas.
- With GRI, Faculty and Partnership Hub colleagues identify and lead the development of cross university themes with potential to generate income e.g., R&KE, KTP, teaching (including apprenticeships), CPD etc.
- Working with faculty academic colleagues to facilitate the realisation of impact by identifying and/or working with existing partners and R&KE users to exploit university academic work.
- Support GRI colleagues in identifying and helping to draft impact case studies based on engagement at faculty level.

Generic:

- To support the development of partnerships and bids for funding from external sources including EU and local government, to support delivery of additional R&KE activities.
- As a member of GRI, contribute to team meetings, assessing team objectives, cover for sickness and holidays, and collectively recommending service and procedural improvements.
- Contribute as an active member of the team, respecting the work of other team members, building team morale and motivation, and upholding the values of the university.
- Assisting specified faculty and therein the institutes and research centres in achieving their KPIs.
- Contribute, as appropriate, to GRI, faculty and university-wide events and external visits to a wide range of stakeholders including schools, community groups, public and private.
- Demonstrate a commitment to equality, diversity and inclusion through engagement with university initiatives.
- Promote your work and represent the work of GRI and the faculty (and wider university) internally and externally, and take a proactive approach to ethical, good practice.
- Support the Associate Director and Head of R&KE Funding in promoting/championing the university with the local business community.
- Support the Associate Director (and other GRI colleagues) in leading on the University's participation/responses to Higher Education Statistics Agency (HESA).

Managing Self:

- Keep abreast of development within the field and seek continuous improvement of own professional practice.
- Actively participate in established professional development activities.
- Behave in a manner which reflects the University's values and creates a positive environment for work and study.

- Take responsibility for, and demonstrate a commitment to, own personal development within the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training.
- Contribution to achievement of the University's R&KE sub-strategy and KPIs within the wider University 2030 strategy.
- Any other duties as may reasonably be required consistent with the grade of the post.

Core Requirements:

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security.
- Ensure compliance with Health & Safety and Data Protection Legislation.
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

Additional Requirements:

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade. Regular travel in London, south-east England, nationally and occasionally internationally will be required.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including working hours, to ensure that GRI delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- In supporting the delivery of the university's R&KE sub-strategy, sustained growth rate in R&KE income to meet targets of 20% of revenues generated from research and KE.
- Supporting the doubling of successful bids submitted from the university and supporting multidisciplinary bids which GRI have led.
- To reenergise the university's KTP activity.

KEY RELATIONSHIPS (Internal & External):

Internal

- Director and Associate Director of GRI
- Head of Funding Development (Pre-Award)

- Senior Faculty personnel including Associate Dean for R&KE, Associate Heads of Schools, Institute and Research Centre leads.
- Faculty academic staff
- GRI colleagues
- Partnerships Team

External

- Relevant funding bodies including research councils.
- Charities
- Community groups
- Government bodies, departments and local council
- Industry partners
- External collaborators, key partners and stakeholders including University Alliance collaborators.

PERSON SPECIFICATION

EXPERIENCE:

Essential Criteria

- Good knowledge of a range of funders (public, private) of R&KE (agendas, policies, and strategies) e.g., UKRI but range of others depending on faculty skills.
- Experience of operational systems for identifying funding opportunities.
- Comprehensive knowledge of how to put a successful R&KE bid together with demonstrable experience of building strategic partnerships and negotiating with a range of stakeholder groups, client management etc.
- Knowledge of identifying and protecting academic intellectual property.
- Demonstrable experience of successfully securing R&KE funds.
- Experience of working with academic staff

Desirable Criteria

- Working background of science and engineering.
- Experience of bringing people together and providing incentive to bid for collaborative R&KE work.
- Experience of working with R&KE practitioners
- Experience of delivering training sessions to an academic audience.
- Experience in new venture creation and commercialisation.
- Experienced line manager with ability to motivate.
- Experience in delivering Innovate UK programmes including KTP.
- Knowledge and experience of licensing and spin-out formation.
- Knowledge of R&KE activity in London and the SE of England.

SKILLS:

Essential Criteria

- Excellent communication, networking, influencing and interpersonal skills.
- Excellent verbal and written presentation skills.
- Self-motivated, managing complex and varied workloads with minimal supervision.
- Proven excellent project and time management skills, delivering to strict deadlines and under pressure.
- Ability to analyse, interpret and communicate complex documentation and guidance and write reports for both internal and external audiences.
- Budget management.
- Excellent IT skills and understanding of commonly used software packages.
- A methodical approach with an aptitude for accuracy, numeracy and attention to detail.
- Project a positive and professional image always.

Desirable Criteria

- Business coaching and mentoring skills
- Experience of working with the Catapult Network and KTN.

QUALIFICATIONS:

Essential Criteria

- Postgraduate degree level or equivalent experience

Desirable Criteria

- Postgraduate research degree, doctorate

PERSONAL ATTRIBUTES:

Essential Criteria

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A