

JOB DESCRIPTION

Job Title: Funding Development Officer

Grade: SG7

Department: Greenwich Research and Innovation

Responsible to: Senior Funding Development Officer

Responsible for: N/A

Key Contacts: The role will primarily work with the Senior Funding Development Managers, the Head of the Funding Development Team (Pre-Award) 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. The Faculty of Engineering and Science is based in Medway and this role will require regular attendance at our Medway campus.

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.

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 Funding Development Officer role will operate in a pool structure supporting business activity and bid development across the university. Whilst each Funding Development Officer may have a primary Faculty affiliation, the role will respond to need as the university bids for large, multidisciplinary tenders offering the post holder the opportunity to work across the academic faculties. The role will be key and very much hands-on supporting GRI and faculty colleagues in 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. The role will be involved in bid preparation taking the lead in ensuring that proposals are of the highest possible quality, conform to all compliance requirements including project management support for the university co-ordinated bids, provision of non-scientific texts, costing and budget development, facilitation of the peer review process, and a proposal read-through service.

You will have experience of working with academics and funders of R&KE as well as an excellent knowledge of R&KE policies and funding programmes, nationally and internationally.

KEY ACCOUNTABILITIES

Team Specific:

- In supporting Senior Funding Development Managers and faculty colleagues undertake horizon scanning for R&KE opportunities and maintain up-to-date listings for review.
- To assume hands-on responsibility, under guidance from Senior Funding Officers, for the managed bid process, providing expert, professional guidance in bid preparation as required, including planning timelines for proposal submissions, costing and budget development, arranging peer-review processes, preparing standard texts, funder compliance requirements, liaising with partner institutions e.g., arranging letters of support etc. and, ensuring internal institutional approvals and procedures.
- Use a range of electronic grant application systems (including the Innovation Funding Service) following internal and external bid approval and submissions policies and procedures.
- 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.
- Where appropriate participate in GRI-Faculty Operational Group meetings to trouble-shoot any internal issues.
- 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 GRI and 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.
- Provide post-award support in handing over project management to faculty personnel ensuring milestone delivery plans are in place to be monitored. With Faculty colleagues maintain active project listing of faculty R&KE activities.
- Provide general support for the preparation of the Research Excellence Framework submission (REF2028) and the Knowledge Exchange Framework (starting with KEF4 in 2024) liaising with faculty REF and KEF committees, where appropriate.
- Where appropriate assist GRI colleagues focused on impact and KE in collating relevant information.

Generic:

- Work under own initiative and can manage several projects at once.
- 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 faculty colleagues 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 other GRI colleagues) 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.

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:

- Demonstrate the ability to meet the needs of the academic community, providing appropriate pre-award support and where successful contribute to handing project delivery over to faculty colleagues.
- Meeting internal and external deadlines in helping 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.
- Contribute to team effectiveness and excellence within GRI.

KEY RELATIONSHIPS (Internal & External):**Internal**

- Director and Associate Director of GRI.
- Head of Funding Development (Pre-Award) Team.
- Senior Funding Development Officers.
- 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.
- Finance staff.

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 in managing projects.
- Experience of working with academic staff.

Desirable Criteria

- 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.
- 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.
- Successful track record in securing R&KE funding.
- Working with Trusts & Foundations.
- Bidding to Trusts & Foundations.

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

- Meeting-facilitation skills.

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