

JOB DESCRIPTION

Job Title:	Research Development Officer (RDO)	Grade:	SG 7
Department:	Greenwich Research & Enterprise (GRE)	Date of Job Evaluation:	Jan 2017
Role reports to:	Research Development Manager		
Direct Reports	None		
Indirect Reports:	None		
Other Key contacts:	Faculty Directors of Research & Enterprise; Academic Research Staff; GRE Staff; Finance Directorate, HR Directorate		
<p>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.</p>			

PURPOSE OF ROLE:

Greenwich Research and Enterprise is the University's central office responsible for developing a supportive research culture and establishing links with industry and enterprise. GRE works across the following service areas: research development services, enterprise development services, commercial and IP services, and business support services.

The university is investing in expanding its research development services and recognises high quality support is pivotal to its research environment and is now recruiting Research Development Officers to join the GRE Research Development Services team. One post supporting the Faculty of Engineering and Science at our Medway campus and another to support the Faculties of Business and Education & Health (split between our Greenwich & Avery Hill campuses).

This role will deliver on the University's aspirations to continue the growth in its research income from private and public funding sources (primarily the Research Councils, Charities, Learned Societies, Government Bodies/Departments), by assisting applicants across the Faculty to develop and secure significant amounts of new research awards. You will take the lead in ensuring that the proposals are of the highest possible quality, including: project management support for University of Greenwich co-ordinated bids, provision of non-scientific texts, costing and budget development, facilitating the peer review process, and a proposal read-through service.

You will have experience of working with academic researchers and funders of research and excellent knowledge research policies and funding programmes.

KEY ACCOUNTABILITIES:**Team Specific:**

- To assume full responsibility for the managed bid process, providing expert, professional guidance in bid preparation, as required, including:
 - Identifying specific funding opportunities for academic staff members
 - Costing and budget development
 - Peer-review processes
 - Preparing standard text
 - Funder compliance/requirements
 - Liaising with partner institutions
 - Following internal institutional approvals and procedures

- Maintain a high level of knowledge and awareness of the national research funding landscape, carrying out horizon scanning activities in order to identify where developments in funder policy have the potential to result in research funding opportunities for the Faculty.
- Maintain an overview of discipline expertise across the Faculty, and work to match it with relevant research funding opportunities. Organising visits from funding organisations and facilitating information and briefing sessions for staff.
- Provide hands-on support for applicants, particularly in relation to University of Greenwich co-ordinated bids, including planning timelines for proposal submissions, project managing the overall development of proposals, co-ordinating the gathering in of information from project partners and investigators, and advise on what is required in specific proposal sections, with the goal of winning research awards.
- Provide post-award support for University of Greenwich-led research projects, liaising with partners, co-ordinating meetings, gathering-in of information for milestone and final reports.
- Assistance with proposal writing (particularly the non-technical aspects of the proposal –e.g. ‘Impact’ and ‘Implementation’ sections) and feedback to applicants via proposal read-through.
- To identify best practice relating to winning research funding through consultation with successful applicants, funding bodies and members of review panels/committees within the University. Disseminate this knowledge, in a targeted fashion, to academic colleagues.
- To act as the link between the Faculty, central GRE Services, and other Professional Services Directorates, to ensure the Faculty’s activities are aligned to University policies, procedures and practices as they relate to research, e.g. governance, ethics and intellectual property, and ensuring these are taken into account during the process of bid development.
- Use a range of electronic grant application systems (including the JeS system, European Commission Participant portal, e-GAP etc), following internal and external bid approval and submissions policies and procedures.
- Work with Enterprise Development Managers on one-off specific projects, and areas of complementarity (e.g. Innovate UK bids), as well as regularly engaging and working

with the Enterprise Development Manager to incorporate pathways to impact and outreach activities into research proposals.

- Assist in collating and producing management information data on application rates, success rates, and income as required, as well as monitoring and reporting on the relevant Faculty-level Research & Enterprise Strategy 2016-21 targets.
- Providing general support for the preparation for the Research Excellence Framework, including data collection, synthesis, and reporting at Faculty/Main Panel level.
- Present or co-present at events to raise awareness for support offered to University of Greenwich academics developing and/or leading a research grant proposal

Generic:

- To work on their own initiative and have the ability to manage several projects at once.
- As a member of the Research Development Services team, 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.
- 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 University Strategic Plan objectives and KPIs.
- 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 and Diversity and Information Security Ensure compliance with Health & Safety regulations
- 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.

Additional Requirements:**KEY PERFORMANCE INDICATORS:**

- Can demonstrate the ability to meet the needs of the academic research community, providing appropriate pre- and post-award support, contributing to the University's KPIs of achieving £30M research income and 20 successful University of Greenwich-led collaborative bids per annum by 2021.
- To meet internal and external funder deadlines.
- Contribute to team effectiveness and excellence and the development of GRE Research Development Services to academic research staff.

KEY RELATIONSHIPS (Internal & External):
Internal

- Faculty Academic Research Staff
- GRE Staff
- Finance Staff
- HR Staff
- Faculty Director of Research & Enterprise

External

- Relevant Research Councils, Charities, Learned Societies, Government Bodies/Departments.

PERSON SPECIFICATION
Essential
Experience

- Good knowledge of public funders of research (e.g. Research Councils) funding programmes & policies
- Comprehensive knowledge and experience of how to put together successful research grant applications (including FEC and pricing)
- Understanding of the importance of impact in research funding
- Experience of working with academic researchers
- Experience of liaising with funders of research
- Experience of management of pre- and post-award activities for collaborative research projects.

Skills

- Excellent and persuasive presentational skills (oral and written)
- Self-motivated, managing complex and varied workload with minimum supervision
- Excellent project and time management skills, delivering to strict deadlines and under pressure
- Ability to analyse, interpret and

Desirable
Experience

- Experience of bringing people together to bid for collaborative/grand challenge funding.
- Experience of delivering training sessions to an academic research community
- Sound knowledge of ethical guidelines and research governance
- Experience of developing web-based information and guidance

Skills

- Meeting-facilitation skills

communicate complex documentation and information

- 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 at all times

Qualifications

- Degree Level or equivalent experience

Personal attributes

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity

Qualifications

- N/A

Personal attributes

- N/A