JOB DESCRIPTION

Job Title:	Research DevelopmentOfficer (RDO)	Grade:	SG 7
Directorate:	Greenwich Research &Enterprise (GRE)	Date of Job Evaluation:	October 2022
Role reports to:	Research Development Manager		
Direct Reports	N/A		
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 therequirements of the job.			

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 that high quality support is pivotal to its research environment and is now recruiting a Research Development Officer to join the GRE Research Development Services team. The jobholder will join an established team serving the four University faculties. It is expected that the jobholder will work extensively with one faculty and at present we are particularly looking to strengthen support to two faculties, the faculty of Education, Health and Human Sciences and the faculty of Business.

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) as well as industry, by assisting applicants across the faculties to develop and secure significant new research awards. You will take the lead in ensuring that 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, facilitation of the peer review process, and a proposal read-through service. You will liaise with funders to identify potential opportunities raising the awareness of academic staff in Centres and Institutes.

You will have experience of working with academic researchers and funders of research as well as an excellent knowledge of 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 local and national research funding landscape, carry out horizon scanning activities to identify where developments in funder policy have the potential to result in research funding opportunities for the Centres and Institutes.
- Maintain an overview of discipline expertise across allocated Centres and Institutes, and work to match it with relevant research funding opportunities. Organise visits from funding organisations and facilitate 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 advising 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, liaise with partners, co-ordinate meetings, and oversee the collection of information for milestone and final reports.
- Assist with proposal writing (particularly non-technical aspects that include 'Impact' and 'Implementation' sections) and provide feedback to applicants via proposal read-through.
- Identify best practice relating to winning research funding through consultation withsuccessful applicants, funding bodies, and members of review panels/committees within the University. Disseminate this knowledge, in a targeted fashion, to academic colleagues.
- Act as the link between the Centres and Institutes, 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 ensure that these are considered during the process of bid development.
- Use a range of electronic grant application systems (including Je-S, Flexi-Grant, Grant Tracker, the European Commission Funding and Tenders Portal 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), as well as regularly engaging and

working with the Enterprise Development Managers to incorporate 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 relevant faculty-level targets in accordance with the University Research & Knowledge Exchange Strategy.
- Provide general support for the preparation of the Research Excellence Framework submission, including data collection, synthesis, and reporting at faculty/main panellevel.
- Present or co-present at events to raise awareness of support offered to University ofGreenwich academics developing and/or leading a research grant proposal.

Generic

- Work under their own initiative and have the ability to manage several projects at once.
- As a member of Research Development Services, contribute to team meetings, assess team objectives, cover for sickness and holidays, and collectively recommend service and procedural improvements.
- Contribute as an active member of the team, respect the work of other team members, build team morale and motivation, and uphold the values of theUniversity.
- Take responsibility for, and demonstrate a commitment to, own personal developmentwithin the post. Identify development needs through regular appraisals, including formal courses within the University and on-the-job training.
- Contribute to the achievement of the University Research & Knowledge Exchange Strategy 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, 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 Greenwich Research & Enterprise delivers the required level of service.

KEY PERFORMANCE INDICATORS:

- Demonstrate the ability to meet the needs of the academic research community, providing appropriate pre- and post-award support, contribute to the University's KPIs of being the leading Modern University.
- Meet internal and external funder deadlines.
- Contribute to team effectiveness and excellence and the development of GREResearch Development Services to academic research staff.

KEY RELATIONSHIPS (Internal & External):
Internal

- Faculty Associate Deans (Research and Knowledge Exchange)
- Academic Research Staff from Centres and Institutes
- GRE Staff
- Finance Staff
- HR Staff

External

- Research Councils, Charities, Learned Societies, Government Bodies/Departments, Industry

PERSON SPECIFICATION	
Essential	**Desirable**
Experience	**Experience**
• Good knowledge of public funders of research (e.g. Research Councils) funding programmes and policies.	• Experience of bringing people together to bid for collaborative/grand challenge funding.
• Comprehensive knowledge and experience of how to put together successful research grant applications (including fEC and pricing).	• Experience of delivering training sessions to an academic research community.
• Understanding of the importance of impact in research funding.	• Sound knowledge of ethical guidelines and research governance.
• Experience of working with academic researchers.	• Experience of developing web-based information and guidance.
• Experience of liaising with funders of research.	
• Experience of management of pre- and post-award activities for collaborative research projects.	
Skills	**Skills**
• Excellent and persuasive presentational skills (oral and written).	• Meeting-facilitation skills.
• Self-motivated, ability to manage complex and varied workloads with minimum supervision.	
• Excellent project and time management skills, ability to deliver to strict deadlines under pressure.	

- Ability to analyse, interpret and communicate complex documentationand 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 professionalimage at all times.

Qualifications
- Degree level or equivalentexperience.

Personal attributes
- We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful

Qualifications
- Postgraduate research degree or equivalent business/management qualifications.

Personal attributes
- N/A