



1 Advertisement

Post Title: Research Development and Initiatives Officer

School/department: Research and Enterprise

Hours: Full-time or part-time hours considered up to a maximum of 1.0 FTE. Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed Term until 31st July 2024 in the first instance

Reference: 21368

Salary: Starting at £28,759 to £32,982 per annum, pro rata if part-time.

Placed on: 30 August 2023.

Closing date: 19 September 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: October 2023

Applications are invited for this post in Research and Enterprise Services, which is responsible for providing professional services and support for the University's research and enterprise activities with the post based in the Research Development and Initiatives (ResDI) team. Working as part of the ResDI team, you will:-

- Provide up to date and accurate information, advice and guidance to academic and research staff who are submitting applications for research and knowledge exchange funding.
- Co-ordinate Institutional research funding allocations, including answering queries from academic and research staff in receipt of funds, monitoring project spend, and collating data on funded initiatives for internal and external reporting.
- Assist managers and staff at all levels on a specified range of services, procedures or policies and support in the planning and organisation of events, such as workshops.

You must be highly numerate and have excellent organisational abilities, a knowledge of the research funding environment in which universities work, and the interpersonal and communications skills needed to work effectively with the University's academic staff and with external organisations that fund research is desirable.

Please contact Debbie Foy D.Foy@sussex.ac.uk for informal enquiries including details of the School that the post-holder may support.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Research & Enterprise Services is the main professional support for the University's research and knowledge exchange aims. The post-holder will join the Research Development team, who are responsible for advising on the preparation of all applications for research funding, ensuring that they meet the funders' criteria and are appropriately costed and priced, for approving applications, and for checking, negotiating and accepting awards. The Research Development Managers work closely with Schools to develop strategies to maximise funding success. They are each responsible for particular Schools and for acting as the main external contact with particular funding agencies.

Please find further information regarding the division and the Research Development team at www.sussex.ac.uk/res.

3. Job Description

Job Title:	Research Development and Initiatives Officer
Grade:	G5
School/Division:	Research and Enterprise (RES)
Location:	Falmer House, Brighton, BN1 9QF / Hybrid (home)
Responsible to:	Programme Consultant
Direct reports:	N/A
Key contacts:	Research Development and Initiatives Team and RES Divisional colleagues, and principal researchers

Role description:

Working as part of a team you will provide up to date and accurate information, advice and guidance to academic and research staff who are submitting applications for research and knowledge exchange funding. As part of the team you will coordinate Institutional research funding allocations, including answering queries from academic and research staff in receipt of funds, monitoring project spend, and collating data on funded initiatives for internal and external reporting. You will assist managers and staff at all levels on a specified range of services, procedures or policies and support in the planning and organisation of events, such as workshops.

PRINCIPAL ACCOUNTABILITIES

1. Provide support, information, advice and guidance on the range of research and knowledge exchange services and activities provided by the Research Development and Initiatives team
2. Assess queries and potential issues, advising on solutions and linking with relevant operational teams

3. Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

1. Confidently advising academic and research staff, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, and procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations with urgent deadlines, where feelings may be running high.
2. Developing and maintaining productive and collaborative relationships with academic and research staff, managers, colleagues, and other service areas demonstrating professional credibility.
3. Develop and maintain an in-depth understanding of the research funding area within which the role operates and the work of relevant external funders, network and conduit organisations professional bodies and training providers.
4. Researching particular areas of enquiry to ensure appropriate advice is given
5. Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
6. Supporting senior colleagues where appropriate in educating and developing the knowledge and understanding of users about the services provided to promote self-service and self-reliance.
7. As directed, assist in maintaining, publishing and disseminating information and appropriate communications to ensure opportunities, services and processes are understood, utilised and applied.
8. Compiling agendas and drafting minutes for meetings, circulating all necessary information to attendees, and following up on meeting actions.
9. Supporting the organisation of events and workshops.
10. Where required, prepare material, deliver coaching and training to develop capabilities in line with required improvements, including for new starters.
11. Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
12. Ensure comprehensive records, in line with the Data Protection Act, are maintained for future reference. Supporting the flow of information from project submission, through review period, to project operation and outcomes.
13. Undertaking desk research and providing data on engagement and outcomes for reports to external funders and internal committees.
14. Preparing ad hoc and regular management and team reports on the use of the service area to aid the improvement of processes and understanding of the services provided
15. Provide advice on ongoing projects, particularly clarity on internal and external deadlines and notification periods.
16. Providing support and guidance for the service area administration team
17. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
18. Provide pre- and post-award support for research and knowledge exchange projects (excluding complex bids and those over £1m) and internal programmes,

including using the University's Finance system to monitor project spend and alerting colleagues to potential under or over spends.

19. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

INDICATIVE PERFORMANCE CRITERIA

- This role does not have any budget responsibility.
- This role does not have any line management responsibility.
- This role does not have any responsibilities for equipment or premises.
- The post holder reports to the Research Development Manager/Programme Consultant and they are given clearly agreed responsibilities in specific areas. Their line manager would agree daily/weekly/monthly tasks and duties in order to achieve their agreed objectives and support the delivery of the University's goals. The post holder may be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): VAT, Insurance, employment law / IR35, due diligence, credit checks, UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

4. Person Specification

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below)
2. Effective planning, administrative and organisational skills.
3. Well developed interpersonal skills with the ability to quickly build rapport
4. Effective oral and written communications skills to work with colleagues and customers providing information and responding to questions and queries.
5. Ability to work flexibly within a team and on own initiative.
6. Competent IT skills to effectively manager own workload – MS Suite.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Good working knowledge of area of expertise.
2. Excellent, accurate numerical skills to include working with databases and spreadsheets with good attention to detail

3. Experience supporting project development and review, including costing
4. Demonstrable experience of implementing / following guidance for procedures and systems.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Educated to Degree level or equivalent
4. Experience of event coordination.
5. Experience of minute taking