



1 Advertisement

Post Title: Research Development Officer

School/department: Research and Enterprise

Hours: full time or part time hours considered up to a maximum of 36.5 hours
Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 9093

Salary: starting at £27,131 to £31,411 per annum, pro rata if part time

Placed on: 22 July 2022

Closing date: 09 August 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: As soon as possible

Applications are invited for this post in Research and Enterprise Services, which is responsible for providing professional services support for the University's research and enterprise activities. The post holder will be based in the Research Development team which provides advice and professional support to the University's academic staff in their pursuit of external research and knowledge exchange funding. The role will focus on support for the Schools of Psychology and Life Sciences and the Brighton and Sussex Medical School.

We are looking for a well-organised and self-motivated individual with excellent numeracy and administrative skills to assist the Research Development team. The role will support the development of low risk projects, with a focus on costing and pricing of projects, internal approvals, submission to funders, and acceptance of awards.

The post holder will also assist with supporting the smooth running of the team's operational / administrative functions, including setup and processing of bids in development, preparation of internal funding communications and events and updating the team's website.

There are three research support administrator roles in the Research Development team who work closely together and provide mutual cover during periods of absence.

You should be educated as a minimum to A level standard or equivalent and have budget / project costing experience; experience preparing bids for funding calls would be an advantage. You must be numerate and have excellent organisational abilities.

Please contact Deborah McGuchan / Desiree Villahermosa-Caballero (Senior Research Development Managers); Deborah.McGuchan@sussex.ac.uk / D.Villahermosa-Caballero@sussex.ac.uk for informal enquiries.

"Please note that this position may be subject to [ATAS clearance](#) if you require visa

sponsorship.”

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.

Please note: The University requires that work undertaken for the University is performed from the UK.

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.

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

3. Job Description

Job Description for the post of: Research Development Officer

Department:	Research and Enterprise
Section/Unit/School:	Research Development
Location:	Falmer House / hybrid working
Grade:	5
Responsible to:	Research Development Manager
Responsible for:	n/a
Key contacts:	Research Development Managers, team and Divisional colleagues and principal researchers

Role description:

Working as part of a team, to provide up to date and accurate information, advice and guidance to academic and research staff who are leading application for external research and knowledge exchange funding, managers and staff at all levels on a specified range of services, procedures or policies.

To liaise between service users and operational teams in relation to queries and requests.

PRINCIPAL ACCOUNTABILITIES

- Provide support, information, advice and guidance on the range of research and knowledge services and activities provided by the Research Development team
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

KEY RESPONSIBILITIES

- 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.
- Developing and maintaining productive and collaborative relationships with academic and research staff, managers, colleagues, and other service areas demonstrating professional credibility.
- 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.
- Researching particular areas of enquiry to ensure appropriate advice is given
- Keeping up to date information regarding developments in practices and legislation within relevant areas and sharing knowledge within the team.
- 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.
- Where required, prepare material, deliver coaching and training to develop capabilities in line with required improvements, including for new starters.
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages
- Maintaining and updating information systems in line with the Data Protection Act, and ensuring accurate recording of query types and suggestions ideas for improvement
- 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
- Provide advice on ongoing projects, particularly clarity on internal and external deadlines and notification periods.
- Providing support and guidance for the service area administration team
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
- Support for external research funding applications (excluding complex bids and those over £1m) and internal programmes.

Dimensions

- 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 Senior Research Development Manager, 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.

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

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 manage 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.