Research and Enterprise Services
Research Development Officer (fixed term for two years, full time)
Salary range: starting at £32,004 and rising to £38,183 per annum. It is normal to appoint at the first point of the salary scale.
Expected start date: asap

Applications are invited for this full-time post in Research and Enterprise Services, which is responsible for providing professional services and support for the University's research and enterprise activities, including the commercial exploitation of the University's intellectual property.

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 research and knowledge exchange funding, including consultancy activity. This fixed-term post will support the School of Business, Management, and Economics, which includes the Science Policy Research Unit. The work involves advising on the development of bids, checking bids against the requirements of potential funders, the costing and pricing of projects, checking the terms of awards offered, supporting contract negotiations, advising on funding opportunities and on the policies and rules of funders. You will be one of two Research Development Officers supporting the School, and together you will be expected to work closely with the School to support the delivery of their research plans.

You should have a degree or equivalent or be qualified by experience, and have experience preparing bids for funding including project costing experience. 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. The role will occasionally involve travel (with overnight stays) to events and project meetings.

Enquiries about this post can be made with:

Deborah McGuchan
E: deborah.mcguchan@sussex.ac.uk
T: 01273 877554

However the University will be closed from 23 December 2016, therefore responses to enquiries will not be sent until the University opens on 3 January 2017.

Closing date for applications: 6 January 2017

Interviews will be held week commencing: 16th January 2017

For full details and how to apply see www.sussex.ac.uk/jobs

The University of Sussex is committed to equality of opportunity
2. **Senior leadership and management**

The Vice-Chancellor (Professor Adam Tickell) is the senior academic officer and, as Chief Executive, is responsible to the University Council for management of the University. He is supported by an executive group which includes the three Pro-Vice-Chancellors, the Registrar and Secretary, the Director of Finance and the Director of Human Resources. The Heads of the Schools of Studies at Sussex report to the Pro-Vice-Chancellors.

The Registrar and Secretary heads the Professional Services of the University. In addition, under the University Statutes, the Registrar and Secretary is Secretary to the University Council. The Director of Finance reports to the Vice-Chancellor. The Director of ITS reports to the Registrar and Secretary, and the Librarian reports to one of the Pro-Vice-Chancellors.

3. **Professional Services**

The Professional Services comprise approximately 750 staff across eleven main divisions. The budget is approximately £12m a year.

Reporting to the Registrar and Secretary, the Professional Services are organised as follows:

- Academic Registry
- Communications & External Affairs
- Development and Alumni Relations
- Health, Safety and Environment
- Human Resources
- Planning, Governance and Compliance
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services
- Finance

The University’s professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

**RESEARCH AND ENTERPRISE SERVICES**

The University’s Research & Enterprise Services ([www.sussex.ac.uk/res](http://www.sussex.ac.uk/res)) is one of the main divisions of the Professional Services reporting to the Registrar and Secretary. It currently comprises five teams: The Doctoral School (PGR and Early Career researchers); Research Development (proposal support across all funders and mechanisms and aligned to the School structures); Research Finance (responsible for post award grant administration); Contracts & IP (legal support and IP management), and Research Quality & Impact (assessment, quality assurance, and support for impact and research communication). It also provides dedicated support to the University’s Internal pump-priming initiatives via “Sussex Research” ([http://www.sussex.ac.uk/staff/research/sussexresearch](http://www.sussex.ac.uk/staff/research/sussexresearch)).

The post-holder will join the Research Development team (numbering 19), and will be based within Falmer House on the University campus (alongside hot-desking arrangements in the School). The role of this team is key in supporting the University’s ambitions for growing and
managing its research and business activity. The post-holder will be one of two full-time Research Development Officers supporting the School and will work closely with the existing post).

The post-holder reports to the Senior Research Development Officer of the team in which the post will be based. The Senior Research Development Officer is directly responsible to the Head of Research Development.

This is an exciting period in the delivery of the University’s research strategy, a key goal of which is to support a major increase in research and business income.

4. **Job Description**

   **Research Development Officer**

   **Division**  
   Research & Enterprise Services

   **Team**  
   Research Development

   **Location**  
   Falmer House

   **Grade**  
   7

   **Responsible to**  
   Senior Research Development Officer

   **Responsible for**  
   Liaison with School-based Directors of Research & Knowledge Exchange, and School based R&E Co-ordinators

**Purpose of the post:**

To provide support for the planning, development and delivery of research and knowledge exchange activity, in particular through externally-funded projects and activities.

The post-holder will be allocated to the School of Business, Management, and Economics (working jointly with another Research Development Officer) as their primary responsibility. They will also work with equivalent colleagues in the Research Finance team to provide an integrated service to the Schools.

**Key Responsibilities:**

1. **Research Funding Intelligence.** Horizon scanning and interactions with an agreed set of relevant external organisations to identify funding and collaborative opportunities, relating to research strategies of individuals, groups, Schools, and research centres / programmes. Delivery of appropriate funding opportunities through the RDO’s communication channels, and preparation of regular e-newsletters with funding opportunities and policy information, collated from other members of the Research Development team. Responsibility for ensuring information is relevant and current, including on institutional and Divisional web pages. Highlighting of opportunities for strengthening and bringing together research capabilities in key areas.

2. **Customer Liaison and Management.** Manage an agreed subset of major funder / customer relationships (acting as the key institutional Professional Services link,
in liaison with the identified academic lead), gathering, analysing, and disseminating and explaining funder policy and research priorities / fore-sighting information. Contribution of ideas and content for the promotion of the University’s capabilities, expertise, and activities to relevant funders and customers. Representation of the University and its interests to external agencies, and maintenance of a network of contacts with relevant national and international officials, and counterparts in other universities.

3 Research Planning. Involvement and engagement in relevant School activities to support the development and implementation of the School’s research and knowledge exchange strategy, acting as the lead R&E person, where agreed. Involvement in relevant School Research Committee(s), providing briefings as appropriate. Understanding of institutional strategic directions and initiatives, and of School policies and mechanisms. An understanding of the research planning model as it applies to the relevant School(s). Maintenance of a good understanding of the external research and knowledge exchange policy environment. Understanding of internal and external assessment processes, and the data required for them. Understanding of, and engagement in, the University’s internal pump priming initiative, “Sussex Research”.

4 Proposal Support. Support of all research proposals and relevant services and knowledge exchange proposals (including consultancies). Drafting of non-technical and institutional position content, and contribution to a library of templates and good practice guides. Identification and ensuring handling (sign-posting) of regulatory requirements (e.g. ethics, tissues, procurement, etc.). Review of full proposal for coherence, completeness and consistency with funder requirements, drawing on an internal network of advisors as appropriate. Approval of costing and pricing of all proposals prior to formal authorisation, providing advice to investigators and administrative staff in the construction of costs and approaches to pricing. Undertaking risk assessment of proposals, and ensuring that each is appropriately authorised and recorded, prior to submission. Keeping Heads of School, School Directors of Research & Knowledge Exchange, and others informed as appropriate. Final approval and submission of proposals in funder electronic application systems.

5 Award Acceptance. Supporting and where appropriate leading the negotiation of successful proposals, being responsible for ensuring the checking of awards and that the due process is followed, and that all regulatory requirements (e.g. ethics) are in place before authorising the award. Co-ordinating the contractual aspects of awards, such as sub-contracts / sub-awards / collaboration agreements (instructing and working with the Contracts and IP team, as necessary). Ensuring that key deliverables and contractual obligations are highlighted to the researchers and their Heads of Schools. Alerting other interested internal parties, in particular where they are required to act in or oversee an element of the activity, e.g. equipment purchase, training needs, special facilities. Overseeing the preparation and completeness of key project documentation for the establishment of a project account.

6 Systems. Proficient use of University software systems / bespoke spreadsheets, and file management systems in support of managing and tracking research proposals and awards. For example, Costing & Pricing software, project tracking Access database, research finance system, research information (reporting) system. Competence in using the University’s on-line research management information tool (“Research Dashboard”), and ability to produce “self-service” reports from the Research Dashboard, in particular for School research planning meetings.
Ensuring that proposals and awards are channelled through the appropriate approval and authorisation protocols and that their status is correctly logged in the University’s research management system.

7 **Activity Monitoring and Reporting.** Monitoring, with the School(s), their proposals and the outcomes; accessing and reviewing, where possible, reviewers’ feedback, in order to inform the quality of future proposals. Providing comparative performance information on our competitors where possible, in conjunction with the Information and Systems team.

8 **Policies.** Maintenance of a good understanding of the University’s policies as they relate to research and knowledge exchange. Contribution to the development of the policy environment through the Director of Research and Enterprise.

9 **Intellectual Property and Commercial Opportunity Identification.** Understand the University’s commercialisation support mechanisms (the Enterprise Panel) and proactively encourage new IP disclosures or commercial development ideas, sign-posting them to the IP Manager, to ensure that they enter the Enterprise Panel process.

10 **Training and Development.** Provide support to faculty through training and staff development activities such as seminars, workshops, and multi-disciplinary research events, at individual level or School-wide, e.g. Writing Grant Applications, Project Management, Master Classes, knowledge exchange, etc. Organise / coordinate external training / workshops, e.g. mock peer review panels, EU training, etc. Contribute to a reference library of relevant materials and proposals and provide user-friendly guidance on key aspects of managing projects. Meet new starters individually and engage with / contribute to the School’s Induction programme. Support the relevant School(s)’ Directors of Research & Knowledge Exchange and their R&E Co-ordinators in understanding and working with the relevant policies and operational processes, providing training where appropriate. Involvement with internal Professional Services networks and teams and contribute to other R&E training and development activities as required.

11 **Team Working.** Liaise closely with the relevant R&E teams, in particular the Contracts & IP team and the Research Finance team, to ensure effective and coordinated approaches in support of each School’s research and knowledge exchange activity. Work closely with the other members of the Research Development team, supporting team members in dealing with peaks in bid volume and, in particular, provide advice where they are dealing with one of the major funders for which you have responsibility. Assist with inductions / training for new team members. Provide cover for the other Research Development Officers during times of absence and others as required. Work closely with other members of the Professional Services, as required.

12 **Other.** Operation of relevant information systems to capture, manage and report on research and knowledge exchange activity. Capture of full and accurate project information, enabling the generation of metrics for statutory and other external reporting (e.g. HESA, REF, HE-BCI), and for internal management reporting. Develop and maintain an understanding of critical regulatory requirements and/or policy issues (e.g. EU state aid, VAT, Insurance, relevant UK government policies). Contribute to the regular review and development of internal procedures and systems. Any other duties as required.
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 the level of responsibility entailed.

For an informal discussion about this post, contact Deborah McGuchan, Senior Research Development Officer (T: 01273 877554; E: deborah.mcguchan@sussex.ac.uk).

5. **Person Specification**

**KNOWLEDGE**

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<th>Essential</th>
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<tr>
<td>Research and knowledge exchange funding*</td>
<td>✓</td>
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<td>The research policy context of UK higher education</td>
<td>✓</td>
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<td>An understanding of project management concepts</td>
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<td>An understanding of the key elements of research contracts and of intellectual property</td>
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**DEMONSTRABLE EXPERIENCE**

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<tr>
<td>Project development and review</td>
<td>✓</td>
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<td>Evidence of project costing and pricing</td>
<td>✓</td>
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<td>Use of processes and systems to manage and track a portfolio of project proposals and awards</td>
<td>✓</td>
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<td>Risk assessment of projects</td>
<td>✓</td>
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<td>Dealing with contracts</td>
<td>✓</td>
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<tr>
<td>Working in a similar role in higher education or in a research organisation</td>
<td>✓</td>
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<tr>
<td>Evidence of strong and successful team working</td>
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<td>Evidence of working under pressure to demanding deadlines, whilst effectively managing and prioritising high levels of workload, delivered to high standards of performance</td>
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**QUALIFICATIONS**

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<td>Degree or equivalent qualification, or qualified by directly relevant experience</td>
<td>✓</td>
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<td>Ph.D. or equivalent research degree</td>
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**SKILLS / ABILITIES**

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<td>Excellent researching skills</td>
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Strong inter-personal and communication skills (verbal and written) and able to communicate effectively with a wide range of professional and academic staff and with external bodies (including international, and cross-sectors bodies).  

Good drafting skills and attention to detail

Numerate and comfortable working with figures

Strong organisational and project management skills

Ability to develop training material and comfortable giving presentations.

Proficient using Excel and competent using Word, Email, the Internet and databases.

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<th>PERSONAL ATTRIBUTES AND CIRCUMSTANCES</th>
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<td>Thrives in a team environment but able to work independently where necessary and to accept individual responsibility</td>
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<td>Flexible (multi-tasking), responsive, positive, and client-focused.</td>
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<td>Willingness to work longer/flexible hours as necessary to meet deadlines</td>
<td>✓</td>
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<td>Willingness to travel including overnight stays</td>
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November 2016