



1 Advertisement

Post Title: Senior Research Development Officer

School/department: Research and Enterprise

Hours: Full-time or part-time (minimum 0.8 FTE), up to 36.5 hours per week

Requests for flexible working options will be considered (subject to business need).

Contract: Fixed term until 30 April 2024 to cover a team secondment

Reference: 8559

Salary: starting at £30,497 to £34,304 per annum, pro rata if part-time

Placed on: 13 May 2022

Closing date: 27 May 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 exciting post in the Research Development team, which provides high quality advice and professional support to the University's academic staff in their pursuit of research and knowledge exchange funding. The primary focus of this role will be support for the schools of Life Sciences and Psychology.

The work involves:

- Pricing and costing for applications to a wide range of research funders
- Knowledge of funder rules and policies
- Ensuring funding applications adhere to the policies and rules of funders
- Ensuring applications are in line with the University's agreed policies and procedures
- Checking the terms of awards offered and supporting contract negotiations
- Working to external and internal deadlines across a range of projects

You will be highly numerate and have a degree or equivalent or be qualified by experience, with good costings and contracts literacy and experience.

Keen attention to detail and good organisational abilities are essential. These skills will be combined with the interpersonal and communication skills needed to work effectively with the University's academic staff and external organisations that fund research. You will be able to manage and prioritise your work from multiple sources and to function both as part of a team and independently.

Please contact Deborah McGuchan (deborah.mcguchan@sussex.ac.uk) or Desiree Villahermosa Cabellero (d.villahermosa-cabellero@sussex.ac.uk) for informal enquiries.

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

Please find further information regarding the school/division at <https://www.sussex.ac.uk/research/about/research-and-enterprise>.

3. Job Description

Job Description for the post of: Senior Research Development Officer

Department: Research Development

Section/Unit/School: Research and Enterprise (RES)

Location: Falmer House

Grade: 6

Responsible to: Research Development Manager

Responsible for: Not applicable

Role description:

To support the Research Development Manager in the development and delivery of research and knowledge exchange activity, in particular through support for externally funded projects and activities

To provide up to date and accurate information, advice and guidance to 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 information, advice and guidance on the range of services and activities within the specified area.
- 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 professional services staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, interpreting procedures to answer more complex questions, or redirecting as appropriate, sometimes in situations where feelings may be running high.

- Developing and maintaining productive and collaborative relationships with managers, colleagues, and other service areas demonstrating professional credibility.
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers 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.
- Where required, deliver coaching and training to develop capabilities in line with required improvements.
- 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.
- Producing high quality, up to date accurate information on relevant subject areas for publications and web pages.
- Presenting and facilitating workshops with groups of all sizes to develop understanding of procedures and policies within service area.
- 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 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 and how they might affect service users
- 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 the development of high-quality research and knowledge exchange proposals for external funding and support the acceptance of offers of funding..

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 Research Development Manager; working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support

the achievement of the strategic and operational goals of the University, Professional Services & their Division. 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): 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.
- In developing project budgets for external funding applications, demonstrate compliance with Value for Money and Return on Investment principles to support the University's strategic aim to achieve a world-class standard of teaching and research by managing our resources effectively and efficiently.

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

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Good secondary education (see role-specific criteria below).
2. Effective planning 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 small 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 Research and knowledge exchange and key funders.
2. Highly numerate with the ability to cost, price and understand, manipulate, analyse and communicate complex research application and award budgets.
3. An understanding of project management concepts
4. Evidence of supporting bid development and ensuring adherence to funder terms and processes.

5. Use of processes and systems to coordinate and track a set of project proposals and awards, keeping effective oversight of workload to track and ensure timely completion of new and routine tasks.
6. Ability to read and understand contractual documentation
7. Evidence of strong and successful team working
8. Evidence of working under pressure to coordinate a high volume of work to demanding deadlines, ensuring high accuracy and delivering to high standards.
9. Positive problem-solver with a client focus
10. Willingness to work longer/flexible hours as necessary to meet deadlines.

DESIRABLE CRITERIA

1. Two years' experience in a similar role.
2. Two years' experience working in a university or similar environment.
3. Qualified to degree or equivalent qualification, or qualified by directly relevant experience.
4. An appreciation of the research values/ethos in universities
5. Experience of working with contracts
6. Evidence of undertaking risk assessment and due diligence for projects.