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| Last updated: | July 2017 |

**JOB DESCRIPTION**

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| Post title: | **Research Funding Manager** | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5 |
| Posts responsible to: | Head of Research Funding Development | | |
| Posts responsible for: | Research Funding Development Officer | | |
| Post base: | Office-based | | |

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| Job purpose |
| Contribute to the delivery of the University’s research strategy by providing expert research funding advice and hands-on bid support to senior managers and researchers on large strategically-important projects. Develop and implement sustainable funder-specific strategies building on the research strengths and expertise of the University with the aim to grow research income and to improve overall University performance. Underpin the University’s ability to access external research funding and to become better positioned to influence future calls and priorities. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | **Building Relationships with Research Funders** - Develop and manage effective relationships with an agreed subset of significant research funders in close partnership with the University’s academic lead(s) to enhance the University’s intelligence on funding opportunities and understanding of the funders strategies and key drivers. Act as the lead professional contact by representing the University and its interests, maintaining a network of contacts in each research funder, and identifying and promoting opportunities to influence future calls and to align funding opportunities with the interests and priorities of the University. Monitor and keep up to date on new policy developments and funding programmes, cascading information via appropriate media and networks. | 30% |
|  | **Build capacity to access funding (inc. research facilitation) –** Develop thorough understanding of key University research strengths and priorities that fall within the remit of strategic funders allocated, by building relationships with research leaders and next generation of researchers. Facilitate engagement and networking of researchers of various disciplines for inter-/multi-disciplinary research through sandpits and workshops around themes or schemes of strategic importance to the University and that align to the strategy of key funders. Work with potential partners (other Universities, corporations, public sector organisations) to facilitate and/or drive the discussions that will lead to the submission of successful collaborative bids – ensuring at all time that parties’ interests are aligned and within the scope of funders’ priorities. | 20% |
|  | **Project manage development and submission of strategic bids** – Work in close partnership with academic lead (s) to manage the preparation and submission process for major project proposals that have been identified as of high strategic importance to the University – calling on colleagues in other professional services as required, Work closely with academics and professional staff to provide advice and support and to ensure institutional support and return for projects of major strategic importance to the University. Feed intelligence from funders into the development of proposals. | 40% |
|  | **Develop and implement funder-specific strategies and initiatives to maximise the University’s success in securing research funding -** Take responsibility with other Research Funding Development Managers of initiatives at institutional, faculty or academic unit level, for maximising the uptake of research funding opportunities availablenationally and internationally and for raising the standard and quality of bids submitted to increase the bid win ratio of the University. | 10% |
|  | Manage, develop and mentor the Research Funding Development Officers (Level 4 posts). Provide leadership and direction – setting objectives and ensuring that they are properly trained, equipped and motivated to perform their duties, monitoring performance regularly. |  |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| Research Funders  Directors of Research and Heads of Academic Units, Associate Deans Research  Heads of Faculty Finance  Heads of Faculty Operations  Professional Services beyond RIS including Finance, Planning, Marketing and Comms  Director and RIS staff, to ensure cohesive and quality service delivery to customers |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a professional qualification or postgraduate degree or significant relevant experience at senior level.  Proven experience of managing outcomes in a specialist field.  Proven project and people management skills, including managing a team.  Understanding of research lifecycle and environment in HEI.  Knowledge and understanding of National and International funding landscape - especially those for industrial collaborative research  HEI experience. |  | Application form |
| Planning and organising | Ability to initiate, plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy. |  | Application form |
| Problem solving and initiative | Ability to identify broad trends to assess and resolve issues.  Ability to apply originality in modifying existing approaches to solve problems. |  | Application form and interview |
| Management and teamwork | Ability to manage team dynamics, ensuring any potential for conflict is managed effectively.  Ability to work collaboratively within a dynamic team setting, ensuring delivery of a smooth professional service across a specialist team  Ability to formulate development plans for own team to meet current and future skill needs.  Ability to provide expert guidance and advice to colleagues to resolve complex problems. |  | Application form and interview |
| Communicating and influencing | Excellent interpersonal skills.  Ability to persuade and influence in order to foster and maintain relationships.  Ability to write and present reports and management information.  Ability to resolve tensions and difficulties as they arise.  Ability to contribute to University Committees, working groups on behalf of RIS and the University. |  | Application form and interview and presentation |
| Other skills and behaviours | Ability to respond effectively in a pressurised environment.  Ability to appreciate university priorities and to apply these in managing work outcomes.  Understanding of relevant Health & Safety issues |  | Interview |
| Special requirements | Flexibility to work unusual hours.  Willingness to travel on business (mostly UK, some overseas). |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |