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| Last updated: | October 2022 |

**JOB DESCRIPTION**

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| Post title: | **Research Funding Officer** | | |
| Academic Unit/Service: | Research and Innovation Services | | |
| Career Pathway: | Management, Specialist and Administrative | Level: | MSA4 |
| Posts responsible to: | Research Funding Manager | | |
| Post base: | Office based (Hybrid working) | | |

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| Job purpose |
| Provide professional research support and specialist advice to academic colleagues on research funding matters (UK/international), contributing to the implementation of the University research and enterprise strategy that will maximise the University research performance and income with a portfolio of targeted funders. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | **Build Relationships with Research Funders -** Develop and maintain a high level of knowledge of major research funders, building relationships with key programme managers and facilitating the active engagement of the research community with targeted funders. Develop and maintain a deep knowledge of targeted funding bodies’ strategy and schemes gathering intelligence in order to advise academic staff on forthcoming funding opportunities. | 10% |
|  | **Build capacity to access new or complex schemes** **-** Develop a good understanding of the priority research areas across the University in order to target funding opportunities that have a close fit with individuals’ and institutional research strengths. Coordinate and support research facilitation activities that will lead to the preparation of and maximise the success of research applications to targeted funders. | 10% |
|  | **Support to academic staff -** Work closely with and advise academic staff new to securing external research funding, new to specific funders or identified as priority for support by Faculties), in the preparation of their first bids (e.g. first research grants or fellowships). This may include advice on funding strategy and schemes, application procedures, ensuring bids meet eligibility and evaluation criteria of the funder, and are of high quality. | 40% |
|  | **Implement initiatives to maximise the institution’s success in securing research funding -** (targeting areas of strength, identifying and nurturing talent, sharing good practice). Work in close partnership with Deputy Heads of School Research to support their research strategy and inform priorities across the Research Funding Development team. Provide training and develop support to academic colleagues, through regular briefings and contributions to training programmes.Act as the lead for coordination of specific schemes and research funding activities such as performance analysis, demand management, institutional quotas, fellowship pipeline or doctoral training partnership management. | 30% |
|  | **Develop resources -** Design and implement resources, guidance and on-line tools for use by academic and administrative colleagues in developing successful funding applications. Develop a repository of reference material accessible to academic colleagues seeking external funding for their research. This may include RIS Sharepoint site, bid libraries, standard text and track-record data. Ensure the optimum use of subscriptions funding opportunities resources such as Research Connect or UK Research Office (UKRO), and of communication channels that will keep the academic community up-to-date on forthcoming funding opportunities and resources available. | 10% |
| 6. | Any other duties as allocated by the line manager following consultation with the post holder. |  |

| Internal and external relationships |
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| * Research funding bodies – especially UK Research and Innovation (UKRI), Government Departments, Charities and Foundations * Academics to advise and support research grant applications * Staff in Professional Services involved in Research and Enterprise activities, particularly Finance and Faculty Operating Service staff * 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 HND, Degree, NVQ4 or basic professional qualification  Significant relevant and recent work experience in a customer-focused role  Experience of supporting colleagues in successfully applying for funding (ideally academics and researchers) | Knowledge and thorough understanding of:   * national and international funding landscape * research lifecycle   Proficiency in using a wide variety of on-line submission and grant management systems |  |
| Expected behaviours | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role  Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  |  |
| Planning and organising | Ability to manage multiple activities and projects with minimal supervision which will be underpinned by the use of effective systems, attention to detail, and prioritising work to meet deadlines;  Ability to initiate, plan and manage new projects and activities, ensuring plans complement broader operational strategy  Ability to and experience in planning ahead, coordinating and organising several activities at the same time  Ability to work under pressure and to prioritise workload to ensure multiple deadlines are met |  |  |
| Problem solving and initiative | Ability to rapidly identify and analyse issues to bring about pragmatic and swift resolution  Ability to apply creativity in proposing solutions to complex problems ensuring that risks have been fully assessed |  |  |
| Management and teamwork | Ability to work within a dynamic team setting, ensuring delivery of a smooth professional service across a specialist team  Ability to provide expert guidance and advice to colleagues to resolve complex problems  Ability to work effectively with teams not under direct management to ensure harmonized approaches are developed | Ability to manage team dynamics, ensuring any potential for conflict is managed effectively |  |
| Communicating and influencing | Excellent interpersonal skills  Excellent writing, grammar and proof-reading skills  Ability to persuade and influence in order to foster and maintain relationships  Ability to present complex information to varied audiences, including senior academics or similar  Ability to write and present reports and management information  Ability to offer proactive advice and guidance  Ability to provide qualitative reviews of bids |  |  |
| Other skills and behaviours | Ability to adapt and be flexible within working environment due to ever-changing workload  Understanding of relevant Health & Safety issues |  |  |
| Special requirements | Willingness to attend meetings off-site and work non-standard hours |  |  |

**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 |  |  |  |