

Job Description and Person Specification

Last updated: April 2025

JOB DESCRIPTION

Post title:	Research Funding Manager (EU & International)		
Department/ School	Research and Innovation Services		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
Posts responsible to:	Head of Research Funding Development		
Posts responsible for:	Three RFMs		
Post base:	Office-based		

Job purpose
Contribute to the delivery of the University's Research, International, and Sustainability strategic plans by providing EU and international research funding intelligence and implement sustainable funder-specific strategies, expert research funding advice and hands-on bid support to academics and researchers on large strategically important collaborative projects. Build a team that harness the research strengths and expertise of the University in EU and international collaborative research, with the aim to grow research income and to improve overall University research performance. Develop advanced understanding of national, EU and international research policies and practice and enhance the University's ability to access international research funding and to become better positioned to influence future calls and priorities.

Key accountabilities/primary responsibilities	% Time
1. 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 international funding opportunities and understanding of the funders' strategies and key drivers. Act as the lead professional contact by representing the University and its interests, maintain a network of contacts in each research funder, and identify and promote 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 channels and networks.	15%

Key accountabilities/primary responsibilities		% Time
2.	Build capacity for EU and international collaboration (inc. research facilitation) – Develop university's strategic research partnerships and collaboration through thorough understanding of key Faculty research strengths and by building relationships with research leaders and the next generation of researchers. Facilitate engagement and networking of researchers of various disciplines for inter-/multi-disciplinary research with EU and international researchers through scoping around themes or schemes of strategic importance to the University and that align to the strategy of key funders. Work with potential EU and international partners (other Universities, corporations, public sector organisations) to facilitate and/or drive the discussions that will lead to the submission of successful collaborative bids – always ensuring that all parties' interests are aligned and within the scope of funders' priorities as well as the Trusted Research policies and international funding compliance on risks associated to undertaking International research collaboration. Provide quantitative and qualitative briefings and reports on all aspects of international funding including progress from application to award, partner analysis, key region and benchmark information. Provide insights and recommendations to strategy and trends.	25%
3.	Project manage development and submission of strategic bids – Promote external funding opportunities and support the development of bids to enable international research collaborations. Act as the lead professional contact for international funding opportunities from a wide range of funders with a focus on the European Commission. Working with other members of the team to develop thorough understanding of key University research strengths and priorities, match them with international funding opportunities and support development of bids. Work with academic members of staff and 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.	35%
4.	Develop and implement funder-specific strategies and initiatives to maximise the University's success in securing research funding - Take responsibility with other Research Funding Managers of initiatives at institutional, faculty or academic unit level, for maximising the uptake of research funding opportunities available nationally and internationally and for raising the standard and quality of bids submitted to increase the bid win ratio of the University. Contribute to the efficient working, productivity and working culture of the RFD, RIS and the University.	10%
5.	Develop and mentor team members - Provide leadership and direction – setting objectives and ensuring that they are properly trained, equipped and motivated to perform their duties, monitoring performance regularly.	10%
6.	Any other duties as allocated by the line manager following consultation with the post holder.	5%

Internal and external relationships
Research Funders Associate Deans Research, Associate Deans International, Deputy Head of School for Research Director and RIS staff, to ensure cohesive and quality service delivery to customers Professional Services beyond RIS including Finance Research Hub, Planning, Marketing and Comms, Heads of Faculty Finance, Heads of Faculty Operations, International Office partnership managers

Special Requirements

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of a professional qualification or postgraduate degree or significant relevant experience at senior level.</p> <p>Exceptional track record of managing outcomes in a specialist field.</p> <p>Proven leadership in project and people management, including managing a team.</p> <p>High-level understanding of research lifecycle and environment in HEI.</p> <p>Extensive knowledge and understanding of National and International funding landscape.</p> <p>HEI experience.</p>		Application form
Planning and organising	<p>Exceptional ability to initiate, plan and manage major new projects or significant new activities, ensuring plans complement broader organisational strategy.</p>		Application form
Problem solving and initiative	<p>Ability to identify broad trends to assess and resolve issues.</p> <p>Ability to apply originality in modifying existing approaches to solve problems.</p> <p>Ability to analyse funding data and use the data for decision making</p>		Application form and interview
Management and teamwork	<p>Proven track record in managing team dynamics, ensuring any potential for conflict is managed effectively.</p> <p>Ability to work collaboratively within a dynamic team setting, ensuring delivery of a smooth professional service across a specialist team.</p> <p>Ability to formulate development plans for own team to meet current and future skill needs.</p> <p>Ability to provide expert guidance and advice to colleagues to resolve complex problems.</p>		Application form and interview
Communicating and influencing	<p>Excellent interpersonal skills.</p> <p>Ability to persuade and influence in order to foster and maintain good working relationships.</p> <p>Ability to write and present reports and management information including funding data and partnership analyses and benchmarking against other similar institutions.</p>		Application form and interview and presentation

	<p>Ability to resolve tensions and difficulties as they arise.</p> <p>Ability to contribute to University Committees, working groups on behalf of RIS and the University.</p>		
Other skills and behaviours	<p>Ability to respond effectively in a pressurised environment.</p> <p>Ability to appreciate University priorities and to apply these in managing work outcomes.</p> <p>Understanding of relevant Health & Safety guidance.</p>		Interview
Special requirements	<p>Flexibility to work unusual hours.</p> <p>Willingness to travel on business (mostly UK, some overseas travel).</p>		

JOB HAZARD ANALYSIS

Is this an office-based post?

<input checked="" type="checkbox"/> 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.
<input type="checkbox"/> 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.

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			