

Senior Project Officer – Research and Knowledge Exchange Service – Grade G

Job Description

Purpose

To contribute to the maximisation and diversification of University external funding sources through supporting the development, quality and reputation of key externally funded innovation, engagement, and research projects.

To take a pro-active role in providing a professional, customer-focussed, external bid funding support service, particularly through provision of user-friendly expert advice, guidance, and support in relation to EU grants and contracts, Research Council and Charity Funders, Commercial funders, and tenders to the academic community.

Duties

1. To promote and support the development of research and engagement bidding activity in line with School and University wide priorities. This will include identifying and pro-actively promoting funding opportunities to University staff and networking internally and externally to secure external funding for the University.
2. To provide a professional, customer-focussed, external funding support service particularly by providing expert advice and support on funding source guidelines, bid processes; financial and legal requirements, application forms; costings and submission systems.
3. To support the development of bidding activity in line with School and corporate strategic priorities – including monitoring and providing information on funding opportunities and participating in capacity building events.
4. To take responsibility for the provision of advice and assistance on the University's internal approval process contributing to development and training as appropriate.
5. To review electronic submissions, ensuring compliance with funders guidelines and take responsibility for onward submission to the funding source in accordance with internal and external approval processes.
6. To devise and deliver training events to support the development of research and engagement bidding activity within Schools.
7. To pro-actively support the continued development of IT systems to facilitate the costing, internal approval, and dissemination of externally funded activity. This will include contributing to the collation and reporting of management information.

8. To keep abreast of external policy developments in the HE sector, particularly those affecting external funding opportunities (for example Research Councils), contributing to their review and dissemination to relevant academics.
9. To assure contract compliance and delivery of strategic externally funded projects by evaluating, monitoring, and providing regular reports.
10. Taking responsibility to promote best practice in the set up and delivery of projects e.g., ensuring that adequate audit reports are compiled, that project expenditure and match funding levels are eligible, that funding source guidelines are met.
11. To assist project managers in dealing with major issues impacting on their projects performance and to advise on appropriate corrective actions.
12. To co-ordinate the submission of quarterly grant claims and other information as may be requested by the external funding source.
13. To contribute to maintaining the profile and reputation of the University within the region and nationally by maintaining effective contact with external funding bodies engaged in funding strategic projects.
14. To undertake any other duties as determined by the Head of Grants and Funding Unit.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of costing proposals using full economic costs and financial monitoring and coordinating of multi partner projects (Application/Interview).
- Experience of Horizon Europe and of supporting bidding to external funders for research and engagement (Application/Interview).
- Experience of liaising and resolving queries with external funders and of providing timely, accurate and relevant management information (Application/Interview).
- Experience of audit and fund claim activity (Application/Interview).
- Excellent IT skills with spreadsheet and database experience and experience of working with office systems, practices, and procedures (Application/Interview).
- Detailed and current understanding of funding administration including bidding process, contractual terms and conditions, model contract and partnership agreement (Application/Interview).
- Undergraduate degree or equivalent experiential learning (Application).
- Good verbal and written communication skills (Application/Interview).

- Ability to work as part of a developing team, whilst prioritising and managing personal workload and be able to work under pressure and to tight deadlines with minimum supervision (Application/Interview).
- Excellent attention to detail and adaptable to changing circumstances (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of Commercial funding routes, including EU funding, and tender support (Application/Interview).
- Experience in HE or related work environment, with knowledge of current issues in HE, particularly those affecting external funding (Application/Interview).
- Financial or Project Management Qualification (Application).