**Job Description: Professional Services Leadership Position**

|  |  |
| --- | --- |
| **Faculty/Directorate/Service Area:** | RESEARCH, ENGAGEMENT & INNOVATION SERVICES |
| **Job Title:** | Research Development Officer |
| **Department/Subject:** | Research Development – Faculty of Science and Engineering Research and Innovation Hub |
| **Salary:** | Grade 8, point 31-36, £38,205 - £44,263 |
| **Hours of work:** | Full time, 35 hours per week |
| **Contract:** | Fixed term for 12 months |
| **Location:** | This position will be based on the Bay Campus with flexibility for some days worked on the Singleton Campus or remotely.  It is an embedded roles in the [Faculty of Science and Engineering](https://www.swansea.ac.uk/science-and-engineering/) |

|  |  |
| --- | --- |
| **Main Purpose of Post** | 1. **Grant application process**  * Proactively disseminate relevant information and literature to Faculties and researchers regarding external funding opportunities/deadlines, etc. * Scope, prioritise and target funding opportunities via horizon scanning, mapping ideas to funding opportunities, academic leads and mapping research skills of potential PIs * Assist with large multi-investigator applications, including several Faculties/departments and or universities * To develop positive, long-term relationships with the research facilitators and academic members of staff across the University, and play a key role in providing an effective support service for the teams’ client Faculties * Engage with the Impact & Engagement officer on specific aspects of the bid * Work in partnership with Alumni and Development Office to identify and secure philanthropic funding opportunities * Understand and interpret complex sponsor guidelines e.g. European and UK Research & Innovation * Provide leadership to support Principal Investigators in the preparation and writing of funding proposals, in partnership with the PI and hub bid writer * Implementation of the demand management process for the hub activity to enhance the quality of funding applications * Advise the Faculty approvers whether proposals are ready for Faculty approval or not, prior to submission to funder  1. **Advisory capacity**  * Ensure compliance of University and research sponsors’ policies and procedures * Ensure PIs are aware of the need to comply with UK and EU legislation including research governance * To provide internal and external end-users of Research Engagement and Innovation Services with prompt and appropriate relevant advice and support * Provide non-specialist feedback on scientific cases * Signpost to other specialist advice within Swansea University * Provide training and guidance to the Research Support Advisors  1. **Networking and communications**  * Participation in external networks and funding agencies such as UKRI, Welsh Government, Charities and EU initiatives * To participate in the delivery of the Research Engagement and Innovation Services seminar programme * Deliver pre-award surgeries and drop in sessions for researchers and professional service staff (on line or face to face) * To investigate, and promote participation in external funding initiatives by PIs * Represent the University at external forums/committees * For both the Hub and REIS, to develop and deliver training, documentation, intranet pages and presentations for Swansea University staff and to publicise via Development and Training Services (DTS) * Provide cross-hub support, aligned to funding sponsor knowledge base and institutional priorities, particularly to advance the University’s multi/interdisciplinary research agenda * Support the Associate Deans Research & Innovation and the Executive Deans with delivering against the Faculty Research and Innovation Strategy and targets * Liaise with the IP and Commercialisation team within REIS to capitalise on commercial opportunities * Act as the nominated REIS lead for named key sponsors  1. **Information management and system enhancements**  * To account manage awards pending, providing leadership on the set up of codes, being responsive to PIs and coordinating activity with RSA(s) and the Contracts Officers to deliver an excellent service * To fully engage with and support the on-going development of the Award Management System (AMS) * Collaborate to achieve the set targets for grant capture * Report back to Faculty and REIS management on the activity and success rates of the Research Development function * Contribute towards a repository of good practice * Conduit between the researcher, Faculty and central Department of Research Engagement and Innovation Services (REIS) on successful and unsuccessful applications * Proactive analysis and acting on peer review/funders feedback and ensure relevant advice is shared to inform Faculty/department practice * Adhere to the data protection management processes  1. **Other duties:**   Line Management of the Hub Based Research Support Advisor(s) |
| **General Duties** | 1. To fully engage with the University’s Performance Enabling and Welsh language policies 2. To promote equality and diversity in working practices and to maintain positive working relationships. 3. To lead on the continual improvement of health and safety performance through a good understanding of the risk profile and the development of a positive health and safety culture. 4. Any other duties as agreed by the Faculty / Directorate / Service Area. 5. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University’s Risk Management Policy |
| **Leadership Values** | All Professional Services areas at Swansea University operate to a defined set of Core Values: [Professional services values](https://www.swansea.ac.uk/the-university/values/professional-services-values/) and it is an expectation that everyone is able to demonstrate a commitment to these values from the point of application through to the day to day delivery of their roles. Commitment to our values at Swansea University supports us in promoting equality and valuing diversity to utilise all the talent that we have.  In addition you will operate to a defined set of [Leadership Values](https://www.swansea.ac.uk/media/Swansea%20University%20Leadership%20Model%202018.pdf):  **We are Professional**  We develop ourselves and our teams through continued professional development, and use feedback to improve. We create a culture that delivers successful outcomes through people, supporting, developing and challenging our teams to succeed. We involve our people in developing a vision for the future and in enabling innovation and change, improving University, team and individual performance.  **We Work Together**  We enable our teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of our customers. We are responsible for creating environments that demonstrate equality, foster trust, respect and challenge. We are accountable for providing clarity and direction, communicating the “big picture” and harnessing ideas and opportunities to achieve the University’s vision.  **We care**  We create environments that identify, understand and give priority to delivering the needs of the University Community (our students, colleagues, external partners and the public). We motive and inspire our teams to provide the highest standards of personalised care and in doing so uphold the Swansea University brand. |
| **Person Specification** | **Essential Criteria:**  **Leadership Values:**   1. Demonstrable evidence of creating a culture that delivers successful outcomes through people, developing and challenging teams to succeed and take pride in delivering professional services and solutions. 2. Ability to enable teams to work together and across functions to deliver successful outcomes that exceed the needs and expectations of customers, and in creating environments that demonstrate equality, foster trust, respect and challenge. 3. Demonstrable experience of creating environments that identify, understand and give priority to delivering the needs of the customer, and in motivating and inspiring teams to provide the highest standards of personalised care.   **Qualifications**  A degree or equivalent or significant relevant work experience  **Experience**   * Evidence of significant experience in identifying funding opportunities * Experience of influencing others and negotiating with them to achieve an outcome * Evidence of working in an outcome focussed environment with the ability to monitor performance against target   **Knowledge and Skills**   * Excellent presentation and communication skills to communicate face-to-face, deliver training, work-shops and committee presentations * An awareness of funding opportunities and regulations, noting knowledge of research bids in science and engineering. * Good organisational and time management skills with the ability to prioritise work and work to tight deadlines. * Initiative to get things done and make things happen * Flexibility to not only specialise in your own role but also to understand the functions of your colleagues’ positions and work together as a team to deliver outcomes * Evidence of the ability to interpret complex procedural guidelines and to explain these to others who are not experts * Highly developed IT skills are required as is proficiency in the use of the internet (web browsers, search engines etc) and standard Microsoft software packages (including Outlook, Word, Excel, Access and PowerPoint), AMS as well as the flexibility and willingness to gain new IT skills for specialist software, where training will be provided as required   **Desirable Criteria:**   1. Ability to communicate in Welsh 2. Experience in a similar role in a HE environment |
| **Welsh Language Level** | Level 1 – ‘a little’ - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.  For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available [here](https://www.swansea.ac.uk/welsh-language-standards/compliance/recruitment/). |
| **Additional Information** |  |

  