

**University of
Northampton**

**Research Support and
Bidding Officer
Job Description**



Job Title: Research Support and Bidding Officer

Grade: 7

Responsible to: Head of REF and Research Support

Overall Purpose

To provide specialist advice and support to academic and research staff in applying for funding from external bodies for research and consultancy activity. The Research Support Officer will play a key role in supporting individual researchers to develop research ideas into distinct and fundable projects. The post holder will also support the development of relevant documentation for each bid in addition to other administrative duties such as preparing and checking project budgets. The post holder will be expected to support academics in maximising the impact of their research in line with the requirements of funding bodies and in preparation for in support of institutional KPI; s current and future REF exercises. This role will also involve post-award administration including coordinating and liaising with auditors (internal, external or funder) where grant audits are required. The role will support the development of external partnerships to enable the successful delivery of the University of Northampton's social and economic impact from a regional and global perspective.

Principal Duties and Responsibilities

- Provide through and knowledgeable guidance to academic, research staff and Faculty-based administrators on potential research funding opportunities.
- Provide detailed assistance to staff on applying for research funding and guiding them through the development of their bids, including providing feedback on the content of their bids.
- Lead on guiding applicants through funder submission requirements, advising on eligibility, appropriateness of applications and ensuring applications are fully completed prior to submission.
- Responsible for developing and maintaining up to date knowledge of key funders and their requirements to ensure that bids are appropriately targeted and that the University of Northampton is informed of up-to-date information on funding strategies, opportunities and policies.
- Oversee the maintenance and review of pre award protocols and procedures.
- Coordinate and liaise with auditors (internal, external or funder) where grant audits are required to ensure timely and successful audit procedures.
- Support academic colleagues to engage with the REF Impact agenda from project development to completion.
- Contribute the development of the CRIS and other research systems and workflows for pre award and funding.

- Develop, promote and co-ordinate an advice/training and guidance service for all the University community on research impact at all stages of the research lifecycle resulting in increased awareness of external opportunities.
- To lead in the development, creation and facilitation of workshops and training materials for academics and postgraduates to submit competitive funding applications.
- Contribute effectively to (and lead where appropriate) bidding teams. A leading role will be required especially when coordinating interdisciplinary funding submissions.
- Demonstrate excellent organisational skills to ensure that all information is collated and all members of the team (both internal and external) are kept up to date on progress and are clear on work required.
- Ensure that the latest tendering, bidding and funding opportunities are disseminated appropriately to internal and external partners.
- Contribute to the maintenance of the online funding support service, ensuring that links to useful websites are collated and maintained and useful documents are available to download.
- Develop and maintain links with other organisations and Higher Education Institutions, as directed by the Head of REF and Research support, to facilitate partnership bidding.
- Build good relationships with key research and enterprise staff across the University, attend meetings and represent the team at events as required.
- Lead on developing an understanding of the opportunities for leverage of research funding across the University, supporting applications, and developing ideas well in advance of funding timelines, including liaison with external partners in awards as required.

Generic Duties and Responsibilities

- Provide advice to funding award holders and administrators on matters relating to the terms and conditions of externally funded awards.
- Undertake delegated and self-created administration as and when necessary for the efficient running of the department.
- Oversee and maintain systems and processes for research bidding activity, to ensure that activity can be monitored effectively always.
- The post holder will be expected to undertake other responsibilities and tasks as reasonably requested by the Head of REF and Research Support.
- The post holder will be responsible and accountable for ensuring all employment legislative requirements are adhered to including equality and diversity and health and safety issues
- The job description may be altered at any time in the future in line with the level of the post to meet changing institutional requirements, but only in full consultation with the post holder

Person Specification

Please ensure that your application statement provides clear and specific examples to illustrate how you meet each essential criterion. Applicants that fail to do so will not be shortlisted.

Criteria	Essential / Desirable	Assessment Methods
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Qualifications

1	Good Honours degree	Essential	Application
2	Evidence of continuing professional development	Essential	Application
3	Relevant vocational/professional qualification and/or membership of a relevant professional body	Desirable	Application

Skills, Knowledge and Experience

4	A proven track record of successful research bidding or tendering	Essential	Application
5	Knowledge of The University of Northampton and its Faculties, Institutes and Departments	Desirable	Presentation
6	Knowledge of local/national/ European sources of funding, e.g. UKRI, European Commission	Essential	Application Presentation
7	Demonstrable experience of working with Information Technology (particularly Microsoft Word, Excel and PowerPoint)	Essential	Test
8	Track record of achievement in establishing and maintaining successful relationships	Essential	Application Interview
9	Proven ability to research, analyse, summarise, and clearly present complex numerical and information for a range of audiences	Essential	Application
10	Excellent project management skills	Essential	Application Interview
11	Previous experience within a Higher Education institution	Essential	Application
12	Experience of using a CRIS (Current Research Information System)	Essential	Application Interview

Personal Qualities

13	Ability to adapt to organisational change	Essential	Application Interview
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14	Ability to adapt to technological advances in the workplace	Essential	Application Interview
15	Excellent communication (written/verbal) skills	Essential	Interview Presentation
16	Numerate and capable of manipulating statistical data	Essential	Interview
17	Customer focussed and service-driven	Essential	Application Interview
18	Ability to work under pressure and to manage multiple ongoing activities effectively	Essential	Interview
19	Ability to provide evidence of a creative and positive approach to problem-solving	Essential	Interview
20	Ability to communicate information and to provide advice to a diverse range of audiences including senior staff, academic staff and business representatives	Essential	Presentation
21	Ability to work independently and as part of a small team	Essential	Interview
22	Ability to use own initiative and to work without direction	Essential	Interview
23	Ability to undertake occasional travel and to work outside 'normal' business hours	Essential	Interview
24	Excellent organisational skills in managing a complex environment	Essential	Interview
25	Integrity and professionalism, demonstrating a commitment to ethical standards, confidentiality, and the University's values of inclusivity, trust, sustainability and aspiration	Essential	Application Interview