## Purpose of role

The role is based within a busy, diverse and vibrant research focussed Pre-award team. The purpose of the role is to work with colleagues across Research and Innovation and within Schools and Faculties to facilitate the Pre-award activities (which include costings/submissions and project award set up) by providing an efficient and supportive service to the University research community including Schools/Faculties research staff, and by supporting the efficient flow of bid submission to funders and award set up of research projects.

<table>
<thead>
<tr>
<th>Main responsibilities</th>
<th>% time per year</th>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Working as part of the Pre-Award Team, to ensure appropriate level of support is given to academic staff/research staff in relation to research costings, research applications for externally funded research. Advising academics/Schools on appropriate costing of research proposals, Provide oversight and expertise for Schools on University procedures for costing proposals to ensure that maximum opportunity for recovery of all eligible costs and/or recovery of margin is secured by Schools ensuring compliance with relevant sponsor regulations and University policy. Submission of applications, to appropriate University authority for signature or directly to the Funders.</td>
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<td><strong>2</strong></td>
<td>Providing guidance to various levels of staff across the University on the use of correct funding templates, checking Schools/Academics have entered information correctly for research funding applications, application procedures and submission deadlines for all externally funded research projects, including the use of the University Research Information System (RIS).</td>
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<td><strong>3</strong></td>
<td>Project management - Processing awards, contracts and transfers in order that a research account code can be allocated using the pre-award RIS system. Checking costing information for all commercial contracts and award information for grants and processing these awards through to research code allocation. Review of terms and conditions applying to awards in relation to new sponsors to ensure that the University is not being compromised.</td>
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<td>Housekeeping and reporting for research applications and awards ensuring data in RIS is as up to date as possible</td>
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<td>5</td>
<td>Keeping up to date with developments within Research Councils, charities, etc with regard to regulations, eligible costs, applications etc.</td>
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<td>6</td>
<td>Undertake any other duties necessary for the provision of an efficient support service appropriate to the grade and role</td>
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### Person specification

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Excellent oral, written and communications skills.  
        | • Excellent IT skills.  
        | • High level of numeracy and proven ability to manipulate figures and data using spreadsheets and databases  
        | • Thorough knowledge and understanding of the work practices, processes and procedures involved in the planning and progressing of funding applications.  
        | • Proven analytical and problem solving capability.  |
| Knowledge and experience | • Substantial experience in a comparable and relevant role demonstrating general knowledge of technical, financial and professional practice  
                                | • Experience of research grants applications and administration  
                                | • Knowledge of major research funding agencies (Research Councils, EU, UK Government departments etc.)  
                                | • Accuracy, reliability and willing and adaptable to learn new skills and procedures as required by changing University procedures and legislation  
                                | • Evidence of personal and professional development  
                                | • Ability to work in a pressurised environment.  
                                | • Ability to work using initiative and judgment without recourse to seniors.  
                                | • Well organized and able to prioritize conflicting tasks and meet operational deadlines.  
                                | • Ability to work to tight deadlines and play an active, supportive and flexible role within the team  |
| Qualifications, certification and training (relevant to role) | • HNC/HND (or equivalent qualification) and/or membership of the Association of Accounting Technicians (AAT) OR  
                                                                            | • Broad vocational experience  | • Knowledge of terms and conditions relating to funding applications or a similar complex environment  
                                                                            | • Experience of using external funder submission systems e.g. Joint Electronic Submissions (Je-S)  
                                                                            | • Knowledge of the Research Information System (RIS)  
                                                                            | • A basic understanding of Agresso  |
The University strongly endorses Athena SWAN principles, with commitment from all levels of the organisation in furthering women’s careers. It is our mission to ensure equal opportunity, best working practices and fair policies for all.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager
Role holder
Key stakeholder relationships
Senior Research Funding Officer
Research Funding Officer
External parties/Funders
Research & Innovation Colleagues
Faculty Colleagues/Academic Staff