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**Job Description**

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| **Job title:** | **Pre-Award Development Officer** |
| **Department/School:** | **Research & Innovation Services** |
| **Grade:** | **7** |
| **Location:** | **University of Bath premises** |

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| **Job purpose** |
| The post holder will be responsible for:   * Providing expert advice and support to academic researchers across the University applying for research funding, from all external sources * Review research funding proposals to enhance their quality and ensure they meet funder requirements * To develop effective relationships with academic staff and work with them on a 1:1 basis to encourage the development of proposal submissions * Checking and accepting research grants and contracts on behalf of the University.   The nature of the role and the high level of responsibility make it imperative that the post-holder has sufficient directly relevant experience to be a credible source of advice and assistance to academic staff. |

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| **Source and nature of management provided** |
| Reports to Pre-Award Manager  Working closely with other equivalent post-holders in this small, very busy team, the Pre-Award Development Officerwill be responsible for applications to and awards from all external funding bodies, focusing on a small number of academic departments. The post will at times work closely with one or more Research Development Managers.  On occasions there may be a need to cover for absent colleagues, so broad knowledge of main funders will be needed. |

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| **Staff management responsibility** |
| There is no direct management responsibility for other staff. |

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| **Special conditions** |
| None |

| **Main duties and responsibilities** | |
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| **1** | To encourage and provide support to academic staff preparing research proposals to all sources. |
| **2** | To provide expert advice to academic staff on University and relevant funding organisations’ policies and procedures and application submission procedures (including electronic submission). |
| **3** | To advise on and assist with funding applications, including help with the University’s electronic project costing system, providing 1:1 qualitative support and advice to improve the overall quality of proposals. |
| **4** | To ensure that proposals have the necessary departmental and ethical approvals and if appropriate, have been peer reviewed prior to submission. |
| **5** | To review research proposals, checking for accuracy, completeness, and quality, and to approve them on behalf of the University ensuring that they are submitted in a timely fashion to meet funder deadlines. |
| **6** | To review and approve awards before they are accepted by the University, identifying where there is a need for any additional legal agreement(s) and liaising appropriately with the academic staff and RIS’s Contracts team. |
| **7** | To process and ensure that applications and awards are recorded correctly on the University’s finance system and to deal with grant transfers, extensions and amendments to contracts. |
| **8** | To liaise and exchange information with other parts of RIS and professional services such as HR, Finance Office and Purchasing Services on matters related to research grants. |
| **9** | To keep informed about the changing landscape of research funding in their designated area through working with colleagues, occasional attendance at external events such as conferences and workshops. |
| **10** | **Provide support to the Research Development Managers in the organisation of workshops, best practice seminars and the management of external relationships, as required.** |
| **11** | To support the embedding of good practice in Departments with a particular emphasis on increasing the quantity of successful research proposals |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance | |

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**Person Specification**

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| **Criteria: Qualifications and Training** | **Essential** | **Desirable** |
| Good undergraduate or postgraduate degree **or** equivalent experience | **A/R** |  |
| Research related post-graduate qualification or personal experience of scientific/ academic research |  | **A/R** |

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| **Criteria: Knowledge and Experience** | **Essential** | **Desirable** |
| Experience of interpreting and applying complex regulations and requirements related to research | **A/I** |  |
| Demonstrable experience in a similar research support role within Higher Education or a research funding body |  | **A/I** |
| Good understanding of research funding, including familiarity with relevant sources of funding, specific research funder terms and conditions, and funder electronic systems | **A/I/T** |  |
| Understanding of TRAC and full economic costing (fEC) in the context of applying for research funding | **A/I/T** |  |
| Experience of working with international funding sources |  | **A/I** |
| Some experience and understanding of legal contracts in the context of externally funded research |  | **A/I** |
| Experience of working 1:1 with academic researchers to develop funding proposals |  | **A/I/R** |

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| **Criteria: Skills and Aptitudes** | **Essential** | **Desirable** |
| Excellent interpersonal skills needed to deal sensitively and appropriately with academic staff, Heads of Department, other support areas of the University such as HR, Post Award and Contracts teams, external funding bodies, and project partners | **A/I** |  |
| High level of organisational skills to manage heavy and varied workload | **A/I** |  |
| Ability to remain calm and focused while managing conflicting demands on time and working under pressure against tight deadlines | **I/T** |  |
| Ability to communicate clearly and effectively both verbally and in writing, in order to explain complex concepts to non-experts | **A/I/T** |  |
| Good numeracy skills required to manipulate budgets, particularly on large collaborative projects, with payment in foreign currency | **I/T** |  |
| Excellent writing and attention to detail | **A/I/T** |  |
| IT literacy – adept at using standard office software packages | **A/I/T** |  |
| IT literacy – adept at using in-house costing software and numerous funders’ electronic systems, as well as standard office software packages |  | **A/I** |
| Experience of using costing software eg. Worktribe or Unit 4’s ARCP |  | **A/I** |
| Self-confidence and ability to stand one’s ground while remaining calm, polite and professional | **A/I** |  |
| Ability to work to strict deadlines and under pressure of multiple simultaneous deadlines | **A/I** |  |
| Ability to engage and encourage people in new directions | **A/I** |  |
| Excellent personal / ‘can do’ attitude | **A/I** |  |
| Ability to work independently with a high degree of integrity and initiative | **A/I** |  |
| Friendly and approachable manner | **A/I** |  |

Where the following letters are used in the table above, this indicates at which stage of the process those aspects of the person specification will be assessed.

A = Application

I = Interview

T = Test

R = References

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| **Effective Behaviours Framework**  The University has identified a set of effective behaviours which we value and have found to be consistent with high performance across the organisation. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these behaviours previously. |
| **Managing self and personal skills:**  Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others. |
| **Delivering excellent service:**  Providing the best quality service to all students and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards. |
| **Finding innovative solutions:**  Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation. |
| **Embracing change:**  Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas. |
| **Using resources:**  Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the University. |
| **Engaging with the big picture:**  Seeing the work that you do in the context of the bigger picture e.g. in the context of what the University/other departments are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. |
| **Developing self and others:**  Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the University. |
| **Working with people:**  Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills. |
| **Achieving results:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria. |