Positions 31,32,33,34, 35,36,37

THE POST

College/Service: **Research Services**

Post: **Research Development Advisor**

Grade: **E**

Reporting To: **Cluster Lead/ Senior Research Development Manager**

Responsible for: **N/A**

Job Description

Organisational context and reporting line:

The University of Exeter has grown its research activity significantly over the last few years and, since joining the Russell Group of research-intensive universities in 2012, has made a step change in its research income and earnings performance, research quality, numbers of research students and knowledge transfer activities. The Research Services Directorate is a key enabler to the delivery of the University's Research and Impact Strategy, a successful next REF submission and meeting research income targets, by:

- supporting the full research project lifecycle from inception to impact; ensuring local delivery of support to academics from horizon scanning through research development, bidding and contracting, research project management & delivery (including financial post-award management) to post-project development and reporting.
- providing joint strategic, policy and planning support to the University and its Colleges to build and sustain an excellent research environment for our academics.
- delivering a 'shared support service' to three Directorates (Research Services; Innovation, Impact and Business (IIB); and the Doctoral College) for strategy, policy, planning, information, systems, training and operations, maximizing efficiencies and providing a coordinated engagement with other units, specifically the Colleges.

This role is within the Research Development and Management pillar of the Research Services Directorate, which provides local delivery of support to academics across the full research project lifecycle from horizon scanning, research development, bidding and contracting, research project management & delivery (including financial post-award management) to post-project development and reporting, bringing together discipline–focused resources with funder-focused expertise. Research Development & Management and some Research Finance staff are managed and organised in seven clusters, either around a particular group of funders (Health; Bio-environment; Physical sciences and technology; Social sciences; Humanities; European/International) or for Cornwall research services. A structure chart is attached.

Main purpose of the job:

To provide front line support and advice to academics across the research project lifecycle from idea to impact, supporting both the research development and financial elements. This includes identifying funding opportunities, coordinating bid development and supporting live projects and post project activities. This role will directly support low risk to standard projects.

Main Duties and Accountabilities:

1. As a team member help deliver a research development and management service to academics, working closely with other research services colleagues to provide this seamlessly, and building relationships and work in partnership with academic colleagues.
2. Develop specialist knowledge of specific funder(s), building and maintaining effective working relationships with funders to ensure effective communication and flow of information, ensuring that the University is best placed to identify and respond to opportunities.
3. Support the Cluster Lead/ Senior Research Development Manager in the monitoring of university of performance and providing management information (e.g. success rates with various funders and comparator institutions), in liaison with the Research Strategy, Policy and Planning Team. This includes ensuring that accurate records for all grants and external funding, including submissions, awards, and success rates, are kept and maintained.
4. Understanding of the administrative and technical processes (including financial) associated with the research lifecycle, including the ability to produce costings using appropriate tools/systems if required, and signpost academics accordingly.
5. Provide an effective horizon scanning function including developing funding intelligence to increase grant capture; target funding opportunities; identification, dissemination and initiation of discipline relevant opportunities; and ensure planned bids are captured on relevant research systems.
6. Manage a pipeline of applications in development, proactively managing timelines and progress of bid preparation with academic and other colleagues.
7. Deliver research development support for low risk to standard bids drawing in expert support as required from other Directorates. This includes as appropriate authoring elements of proposals; ensuring the proposals meet funder's criteria and technical requirements; internal processes are fulfilled (e.g. peer review and approvals); budget preparations and costings undertaken; and the proposal is submitted.
8. Ensure effective delivery for research project support: start-up and contract negotiation; handover to academic lead; subject expert advice to project team on operational and procedural matters as well as coordinating ongoing administration and support, and appropriate closure and post project reporting.
9. Identify and engage potential research collaborators internally and externally, working with colleagues from other Directorates or Colleges.
10. Deliver effective management information and advice to portfolio of awarded grants, with opportunity to act as discipline lead on behalf of Research Services if appropriate
11. Contribute to the development and delivery of institutional strategic priorities for research and impact.
12. Support in the provision of training to staff and academics on all research development and management matters.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Qualifications	• Educated to A level standard or equivalent	• Educated to first degree level or equivalent • Membership of relevant professional association
Experience	• Delivering to deadlines and taking responsibility and ownership of projects • Substantial support of the preparation of bids to external bodies, including budget preparation and guidance on requirements • Working independently with limited supervision, including experience of prioritising multiple demands and working under pressure • Identification and escalation of risk • Being flexible and dealing with frequent interruptions	• Working with academic colleagues • Costing research grant applications and an understanding of full Economic Costing (fEC) • Experience in research project bidding and management • Monitoring and proactive mitigation of risks • Knowledge of UK/EU/international funding bodies and interpreting funding guidelines and call criteria • Project management experience
Skills	• Excellent written and oral communication skills • A methodical approach, an aptitude for accuracy, numeracy and attention to detail • Excellent organizational skills • High level of current and relevant IT skills and ability to learn new systems • Relationship building and networking, with colleagues at all levels • Analytical and problem solving skills • Understanding and experience of providing and delivering an exceptional level of customer service	• An understanding of the Higher Education sector • An understanding of the impact agenda and engaged research • An understanding of open access, open data and open research policies • An understanding of ethical approval processes
Attitude / Competencies	Able to: • work effectively as part of a team • work within a matrix environment, collaborating effectively with different categories and levels of staff • work effectively with a range of stakeholders • take a proactive, pragmatic, positive approach to problem-solving, suggesting workable solutions and alternatives • offer a flexible and adaptable approach to working in an environment with a culture of change and growth	• Adaptable to the demands of working in an area of rapid change and development, and an understanding of these within a HE context

	• present a professional image of the University of Exeter at all times	

Terms & Conditions
Our Terms and Conditions of Employment can be viewed here.

Further Information
Please see our website for further information on working at the University of Exeter.