

JOB DESCRIPTION

Details						
Job Title:	Research Support Officer					
Department:	Research and Innovation Service					
Job Reports To:	Head of Research Services					
Location:	Luton					
Post Number:	BEDS2066					
Pay Point:	Grade 7	£35,325	To	£42,149		
Context						
<p>To contribute to the University's research, innovation and enterprise agenda and in particular the facilitation of funded projects that are of benefit to the University and to its communities and to support the University's REF submission. This will include co-ordinating inputs to research and enterprise project bidding and delivery. This will include bid submission support to research councils and trust funding as well as other national and local funding agencies. The post holder will support the University's next submission to the Research Excellence Framework. The role will also support post-bid management of research and enterprise contracts</p>						
Key Elements (please tick as appropriate)						
1	This post has MANAGEMENT RESPONSIBILITY	Y E S		NO	X	
2	This job requires SAFEGUARDING	Y E S		NO	X	
3	This is a KEY POST (i.e. must have nominated deputy)	Y E S		NO	X	

Principal Accountabilities						
<ul style="list-style-type: none"> To provide expertise in pre/post-award regulations and procedures of research funders ensuring compliance with internal grant administration policies and procedures as set out by the central Research and Innovation Service and University financial procedures To co-ordinate submissions from research and enterprise areas across the University and within multidisciplinary bid and project submissions in areas such as EU funding, Research Council funding, regional and national support agency funding and others. To maintain up to date knowledge of a range of potential funding sources, and to identify and disseminate research opportunities to staff on that basis To provide support for the University's REF and the Research Impact Agenda To provide timely and accurate costing and pricing details for bids, as well as other relevant information to support a range of research and enterprise bids, support claims and other project management activity as relevant. To organise and contribute to internal workshops, staff development and facilitation events. To provide assurance information relating to externally funded grants and contracts and advice and support to principal investigators and project managers, enabling compliance with financial terms and conditions of research projects. To analyse internal and external data/information, maintain accurate records, operate appropriate evaluation processes and provide reports to the Director of the Research and Innovation Service on this basis. To contribute to the post-contract management of research and enterprise projects. To maintain budget information required for evaluating and delivery-monitoring of projects. 						
<i>Must be prepared to work across campuses as required</i>						

Person Specification

	Essential Criteria	Desirable Criteria	Evidence (Indicate where evidence will be assessed from)
Qualifications	<ul style="list-style-type: none"> • A degree or equivalent qualification, or substantial relevant experience that demonstrates high order literacy, numeracy and analytical skills • Relevant project management qualification such as Prince 2 or an equivalent 	<ul style="list-style-type: none"> • A research degree or evidence of research training 	<ul style="list-style-type: none"> • <i>Application Form</i>
Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of the Research Excellence Framework and the Research Impact agenda and its underpinning system and processes • Proficiency in working with standard office IT applications, including MS Office and digital media • Working knowledge of a range of funder requirements in areas of research and enterprise • Understanding of key types of Research and Enterprise funding and research funding application procedures 		<ul style="list-style-type: none"> • <i>Application Form</i> • <i>Presentation</i> • <i>Interview and test</i>
Experience	<ul style="list-style-type: none"> • Experience of co-ordinating inputs of Research proposals or submissions • Experience of working in research administration and management in a University • Experience of providing accurate costing, pricing and other necessary bid submission and project management details • Experience of managing a varied and demanding workload, including planning effectively, prioritising work and meeting deadlines • Experience of interpreting and advising of regulations and procedures 	<ul style="list-style-type: none"> • Experience of financial planning and cost/price analysis 	<ul style="list-style-type: none"> • <i>Application Form</i> • <i>Presentation</i> • <i>Interview and test</i>
Skills /abilities/ competencies	<ul style="list-style-type: none"> • Ability to maintain productive working relationships across department and specialist groups • Excellent written and oral communication skills, with the ability to influence, persuade and advise others on technical concepts, regulations and procedures • The ability to analyse, evaluate, interpret, and report on complex information • Commitment to providing a high standard of customer service • Ability to travel 		<ul style="list-style-type: none"> • <i>Application Form</i> • <i>Presentation</i> • <i>Interview and test</i>

Personal Attributes	<ul style="list-style-type: none">• Ability to manage a varied and demanding workload, including planning effectively, prioritising work and meeting deadlines• Commitment to the mission of the University		<ul style="list-style-type: none">• <i>Presentation</i>• <i>Interview</i>
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Equality Statement		
The University of Bedfordshire is fully committed to the principles of equality in all its actions. Members of the University's community are expected to respect and value individuality, differences and diversity; and work with others in an inclusive and consultative manner. A commitment to equality of opportunity for all individuals irrespective of their age, belief, disability, gender, race, religion or sexual orientation is at the core of what we do and members of the community must actively promote a positive non-discriminatory work and learning environment for fellow staff and students. Employees should demonstrate an understanding of the University's commitments to equality and diversity as an integral part of the university's core values and be able to identify and challenge discrimination, harassment, prejudice and inappropriate behaviour.		
Health & Safety Statement		
All employees are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety (H & S) at Work Policy. They should take reasonable care for their own H & S and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.		
Environmental Statement		
Employees must make proper use of any equipment and systems of work provided and take all reasonable steps to ensure that control measures are properly used. Employees must work with their Line Managers to ensure that an inventory is retained of all hazardous substances in the office that could be released into the environment. Employees are expected to identify operations that use significant amounts of energy, with a view to reducing consumption. This includes identifying operations that use resources, such as paper, and review the need for the current level of consumption, identifying savings where possible. Employees are expected to identify waste streams with a view to recycling and reuse, minimising office energy use in heating and lighting.		
Briefing		
Note: the content of this Job Description does not preclude other work required by the faculty department. Details of accountabilities will be discussed at annual reviews.		
Date Job Description issued to, discussed with and understood by Post Holder		
Name of Post Holder: Signature: (I confirm I have been briefed on the requirements of this Job Description and other related documents)		
Name of immediate Line manager: Signature: (I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)		
Nominated Deputies <i>(if applicable)</i>		
As a KEY POST at least one nominated deputy must be identified. The Job Holder must confirm that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description.		
Name of Nominated Deputy: Signature: Date: (As the Nominated Deputy for this post, I confirm I have been briefed on the requirements of this Job) <i>If there are more nominated deputies, they should sign further copies of this Job Description.</i>		
Amended by:	Dated:	Version :

Example of HERA Competencies for Grade 7 Roles
COMMUNICATION
The Role Holder communicates with staff and the public about basic subjects that require little further explanation. In addition, the Role Holder may also be required to receive, understand and convey information that needs more careful explanation or interpretation for others.
TEAM WORK AND MOTIVATION
The role holder is required to be supportive and encouraging of others in a team; help to build co-operation by setting an example and showing a flexible approach to delivering team results; contribute to building team morale as an active participant in the team. In addition, the role holder is required to clarify the requirements; agree clear task objectives; organise and delegate work fairly according to individual abilities; help the team focus their efforts on the task in hand and motivate individual team members.
LIAISON AND NETWORKING
The role holder is required to carry out standard day to day liaison using existing procedures in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information. The role holder is required to participate in networks within the institution or externally in order to influence events or decisions; undertake active collaboration to pursue a shared interest. The role holder is required to initiate, build or lead internal networks; maintain relationships over time; establish communication channels for self or others to use in order to influence events or decisions; undertake active collaboration to pursue a shared interest. The role holder is required to initiate, develop or lead networks which are external to the institution in order to ensure dissemination of information in the right format to the right people at the right time; build relationships and contacts to facilitate future exchange of information.
SERVICE DELIVERY
The role holder is required to deal with internal or external contacts who ask for service or require information; create a positive image of the institution by being responsive and prompt in responding to requests and referring the user to the right person if necessary. Contact is usually initiated by the customer and typically involves routine tasks with set standards or procedures. In addition, the role holder is required to deal with internal or external contacts where the service is usually initiated by the role holder, working within the institution's overall procedures or policies; AND OR understand and explore customer's needs; adapt the service accordingly to ensure the usefulness or appropriateness and quality of service (content, time, accuracy, level of information, cost).
DECISION MAKING PROCESSES
The Role Holders own decisions have a moderate impact on the University. The role holder will also make collaborative decisions with others and play a role in contributing to others decisions. Outcomes of both types of decision making will also have a moderate effect on the University.
PLANNING AND ORGANISING RESOURCES
The role holder is required to plan, prioritise and organise their own work or resources to achieve agreed objectives. In addition, the role holder is required to plan, prioritise and organise the work or resources of self and others within own area on a daily, weekly or monthly basis; plan and manage small projects, ensuring the effective use of resources; receive information from and provide information to others to complete their planning; monitor progress against the plan.
INITIATIVE AND PROBLEM SOLVING
The role holder is required to solve standard day to day problems as they arise; choose between a limited number of options which have clear consequences, by following guidelines or referring to what has been done before; recognise when a problem should be referred to others. The role holder is also required to use initiative and creativity to resolve problems where the optimal solution may not be immediately apparent but has to be assessed by a process of reasoning, weighing up the pros and cons of different approaches; identify and assess practical options; break the problem down into component parts.
ANALYSIS AND RESEARCH
The role holder is required to establish the basic facts in situations which require further investigation and inform others if necessary. The role holder is also required to analyse routine data or information using predetermined procedures and gathering the information from standard sources; work accurately to complete the task precisely as specified. For example, logging of IT or Health and Safety problems with the help desk. In relation to information analysis, the Role Holder should be making use of standard processes that will assist the analysis of information.
SENSORY AND PHYSICAL DEMANDS

The role holder is required to carry out tasks at a level which would require either learning certain methods or routines or involve moderate physical effort.
WORK ENVIRONMENT
The Role Holder is required to work in an environment which is relatively stable and has little impact on the role holder or the way in which work is completed. For example, a stable office environment.
PASTORAL CARE AND WELFARE
The Role Holder is required to show sensitivity to those who may need help or, in extreme cases, are showing signs of obvious distress; initiate appropriate action by involving relevant people. For example, basic low level understanding of staff who are disgruntled. The Role Holder will be aware of when situations are more serious and will then involve appropriately skilled people.
TEAM DEVELOPMENT
The role holder is required to advise or guide new starters working in the same role or unit on standard information or procedures. The role holder is required to train or guide others on specific tasks, issues or activities; give advice, guidance and feedback on the basis of their own knowledge or experience; deliver training. The role holder is required to carry out training or development activity according to the needs of the individual or group; identify current capabilities and future needs; define the performance standards required; identify appropriate developmental activity; assess the application of learning; give feedback and guidance on overall performance.
TEACHING AND LEARNING SUPPORT
The role holder is required to provide standard information or deliver teaching or training to introduce students or others who are new to the area to standard information or procedures. The role holder is required to provide standard information or deliver teaching or training to teach, train or facilitate development activities for individuals or groups on certain aspects or subjects within a particular academic discipline or specialism; monitor performance giving feedback and guidance; act as a catalyst for further development or learning.
KNOWLEDGE AND EXPERIENCE
The role holder is required to apply working knowledge of theory and practice, sharing this knowledge with others as appropriate; demonstrate continuous specialist development by acquiring relevant skills and competencies.

Please note that this profile is not of a specific post and composite of a number of roles that have a points score within its specific grade.