

Position / Job Title:	Research Facilitator in Innovation and Infrastructure
Ref:	RDS62/0005051371
Location/Building:	Studland House, Lansdowne Campus
Faculty/Professional Service:	Research, Development and Support
Group/Section:	Funding Development Team
Normal Hours per Week:	1 FTE (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	7
Accountable to:	Funding Development Manager

Job Purpose

The Research Facilitator will work across all faculties to provide a single point of contact from RDS for all bids and proposals in the area of Innovation and Infrastructure focusing on:

- **Innovate UK**
- **Engineering and Physical Sciences Research Council (EPSRC – UKRI)**
- **The Royal Society**
- **Research England (UKRI)**
- **Major infrastructure funds**
- **Support for funding from the proposed Advanced Research and Invention Agency (ARIA) will be determined in due course.**

The post-holder proactively contributes to the growth and development of research activity in their specialist area, as well as for BUs Strategic Investment Areas (SIAs), to include horizon scanning, the strategic targeting of funding sources and opportunities, developing and critiquing proposals with academic colleagues, and developing inter/multidisciplinary research collaborations. The Research Facilitator leads a team of two Funding Development Officers who undertake the operational duties, including proposal coordination, costing/pricing and proposal submission. Each Research Facilitator is responsible for contributing to and managing at least one pathway from the R&KE Development Framework, and at least one major pre-award project/initiative from the RDS delivery plan; this may change on a rotational basis.

Main Responsibilities

1. Responsible for horizon scanning collaborative research opportunities from funders' strategic agendas and potential future funding opportunities, with an emphasis on industrial partners. Work with academic teams across the University to proactively prepare for these opportunities to maximise the benefit to the University at all times.
2. Target collaborative funding opportunities to individual academics and teams of academics. Build intelligence to strategically target these opportunities and optimise the bidding process.
3. Develop research proposals with the principal investigator, to include identifying industrial collaborators and potential research team members, writing, reviewing and critiquing text, suggesting ideas to strengthen the content of the proposal, ensuring the proposal meets the funder's strategic aims, proof reading and editing, and facilitating internal peer review.

4. Work closely with principal investigators to develop responses to external reviewers' comments as part of the external proposal assessment process.
5. Review the collaborative RKE bidding profiles for the faculties and support the Funding Development Officers with the identification of trends, opportunities and risks.
6. Develop an operational plan with each of the faculties to enhance institutional performance in collaborative research to include the identification and optimisation of opportunities and the advance planning of bids.
7. Provide up-to-date, expert guidance to ensure academics consider research ethics, governance requirements and dissemination/impact plans at the project planning stage.
8. Identify issues and implement ideas for improvements to pre-award processes, procedures and systems.
9. Advise principal investigators on ways of strengthening and resubmitting unsuccessful proposals to other external funders, working alongside them to develop the proposal.
10. Work closely with the other Research Facilitators and academic colleagues to initiate and coordinate activities to nurture and develop inter/multidisciplinary research collaborations.
11. Take responsibility for managing the bid development and submission process for large multidisciplinary proposals; all with a focus on industrial collaboration.
12. Work closely with the OVC External Engagement Team (led by the Head of External Engagement) to ensure that proposed research projects compliment the University's strategy and that there is a concerted effort to positioning the University to respond to external opportunities, relating to industry and innovation.
13. Actively contribute to the RKE culture of the faculties, such as attending key meetings and proactively working with centre directors to build their collaborative research activity and profile.
14. Support the implementation of the University's RKE strategy, in particular in the development and implementation of initiatives to achieve the targets. This includes working with the regional engagement team and Business and Knowledge Exchange managers to organise networking events between industry and academics.
15. Work closely with the Funding Development Officers and Project Officers to ensure a seamless transition between pre- and post-award management. Advise the Project Officers on contract negotiation. Provide support for post-award management during busy periods.
16. Work closely with the other Research Facilitators to ensure consistency of support across faculties and to share good practice. Provide support to the other Research Facilitators during busy periods.
17. Promote the benefits of industrial collaborative funding across the University.
18. Manage the RDS delivery plan objectives relating to industrial collaborative funding.
19. Deliver pre-award training and development on industrial collaborative funding to academic and professional colleagues.
20. Undertake any other reasonable duties as requested by the Funding Development Manager.

Organisation Chart

The Research Facilitator – **Innovation and Infrastructure** is line managed and led by the Funding Development Manager and has secondary line management and leadership of five Funding Development Officers.

The Research Facilitator – **Innovation and Infrastructure** works closely with the Project Delivery Officers, based in the Project Delivery team.

The post-holder is expected to work across all teams in the RDS.

Dimensions

The post-holder is responsible for managing the budget associated with industrial collaborative activities from the RDS delivery plan. This is usually in the region of £50-100k per year. The post-holder has budget approval in line with grade for RDS expenditure (c. £1.5m per year) as well as income and expenditure for all research and knowledge exchange project budgets across the University (c. £7m per year).

Contacts

Internal: Deputy Vice-Chancellor, OVC External Engagement Team, Deans, Deputy Deans, Directors of Operations, institute/centre heads, academic colleagues, contract research staff, academic partnerships team, KEIT.

External: External research funders such as research councils, charities, industry. Colleagues at other institutions for multi-partner projects, Innovate UK, other collaborative funders, Dorset LEP, colleagues at other institutions for multi-partner projects, RCUK, and industry.

Challenges

The role has two main challenges:

1. The ability to identify barriers to the progression of bidding plans and implement effective solutions to progress external RKE income generation.
2. Successfully encouraging staff to engage with inter/multidisciplinary research across faculties and facilitating collaborative research proposals.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Additional Information

NB:

The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must at all times carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

July 2022



Person Specification

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Faculty / Service: Research, Development and Support	Date: July 2022
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
First degree or equivalent work experience	E
Experience of working across boundaries to develop relationships with other teams	E
Expert knowledge and understanding of collaborative funding schemes, funder's strategic priorities and funding policies	E
Experience of the peer review process for research proposals and a sound knowledge of what makes a strong application	E
Expert understanding of the research process, to include knowledge and experience of research ethics and impact	E
Experience of training and development, e.g. coaching, facilitation, course design	E
Experience of summarising large and complex documents, particularly those in unfamiliar disciplines	E
Experience of working with confidential and sensitive information	E
Experience and knowledge of contractual obligations and risks	E
Knowledge of funders, schemes, strategic priorities and funding policies with an industrial focus	E
Awareness of government priorities for encouraging industrial collaborations	E
Technical understanding across a range of the University's disciplines and an awareness of the potential areas for inter/multidisciplinary research across and beyond the University	D
Knowledge of full economic costing and experience of using a costing tool (such as pFACT)	D
Awareness and understanding of BU's RKE strategy	D
Member of ARMA and evidence of attendance at ARMA events	D
Skills	
Establishing rapport and tailoring communication to meet clients' needs, with an emphasis on building relationships with industry	E
Excellent verbal and written communication skills, including the ability to interact with staff at all levels	E
Ability to give constructive feedback	E
Influencing outcomes and being effective in gaining buy-in without having any direct authority	E
Meeting deadlines	E
Maintaining a high standard of work even when under pressure	E
Keeping track of a number of complex projects running simultaneously	E
Numerate	E
Attributes	
Ability to manage own workload and work autonomously	E
Ability to reprioritise with a flexible approach to work	E
Ability to work independently	E
Intellectual gravitas and credibility with senior academics, researchers, and industry	E
Positive attitude	E
Willingness and ability to undertake training to improve skill base	E
Commitment to delivering service excellence	E