



## Job Description

<b>Post/Job Title:</b>	<b>Funding Development Officer</b>
<b>Ref:</b>	<b>RDS68</b>
<b>Location:</b>	<b>Studland House, Lansdowne Campus and Faculty Offices</b>
<b>Faculty/Professional Service:</b>	<b>Research Development &amp; Support (RDS)</b>
<b>Group/Section:</b>	<b>Funding Development Team</b>
<b>Normal hours per week:</b>	<b>1 FTE</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>5</b>
<b>Accountable to:</b>	<b>Funding Development Manager</b>

### Job Purpose

The Funding Development Officer provides operational support to the Funding Development Manager in managing the pre-award process for one or more faculty and is expected to split their time equally between the central RDS office and the relevant faculty office(s). The post-holder provides their faculty with a single point of contact for all operational aspects of the pre-award process, to include checking eligibility and funder guidance, advising on timescales, costing and pricing, producing pre-award contractual documentation, institutional approval and proposal submission. The post-holder is also responsible for developing templates and guidance to support the pre-award process.

### Main Responsibilities

1. Identify funding opportunities and disseminate these to academic colleagues. Set up new academics with access to Research Professional. Ensure the users, groups and keywords set up in Research Professional are up to date and accurate. Provide training to academic staff on using Research Professional.
2. Provide professional advice and support to academic colleagues regarding a range of funders and schemes based on expert knowledge and funders' rules and strategic priorities.
3. Coordinate pre-award preparation for all research and knowledge exchange bids and proposals in the faculty, to include providing realistic timelines, producing project costings/ pricings, preparing the budget, and ensuring costs adhere to the funder's guidelines. Convert to the appropriate currency where appropriate.
4. Liaise with partner institutions for costings and budgets for multi-institution proposals, to include EU projects.
5. Record proposal details on the central database (RED).
6. Develop templates and guidance for key proposal documents (such as the justification of resources) and write standard text for inclusion in proposals (such as the description of University's facilities). Provide guidance and training on full economic costing (fEC) methodology and e-submissions.
7. For research applications where CAF exemptions don't apply, make decision to proceed without a CAF by reviewing funder's documents, carrying out online searches for any other available terms & conditions and their review; and if necessary, follow-up contact with the funder.
8. Work closely with the principal investigator and legal services team to produce pre-award contractual documentation for commissioned research proposals and knowledge exchange bids not on standard terms and conditions, to include PQQs, quotations and letters of agreements.

9. Proactively gather together all supporting documentation for proposals, to include CVs, letters of support, quotations, etc.
10. Manage the internal approval process. Advise the faculty on any resource implications of the award.
11. Undertake rigorous institutional approval checks prior to submission using the funder/ scheme/call documentation. Highlight any issues to the principal investigator. Submit proposals.
12. Maintain an overview of the RKE bidding profile for the faculty and regularly report on this, identifying trends, opportunities and risks with support from the Research Facilitators.
13. Respond quickly to returned submissions and coordinate resubmission.
14. Ensure a seamless transfer of information to the Project Delivery team for successful projects.
15. Support the Research Facilitators with the delivery of at least one major pre-award project/ initiative from the RDS BU2025 delivery plan.
16. Provide training to academic colleagues on the pre-award procedures, for example via the Research and Knowledge Exchange Development Framework.
17. Actively contribute to the RKE culture of the faculty, such as attending key meetings.
18. Undertake any other reasonable duties as requested by the Funding Development Manager.

### **Organisation Chart**

The Funding Development Officer is line managed and led by a Research Facilitator.

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

### **Dimensions**

The post-holder undertakes financial management of income and expenditure for all research and knowledge exchange project budgets within their faculty.

### **Contacts**

**Internal:** Academic colleagues, contract research staff, Directors of Operations, Deputy Deans, institute/centre/department heads, Strategic Investment Area leads, Finance and Performance, Legal Services, HR, Academic Partnerships, faculty business support staff.

**External:** External research funders such as research councils, charities, industry, European government. Colleagues at other institutions for multi-partner projects.

### **Challenges**

Funding Development Officers are responsible for coordinating large numbers of research and knowledge exchange bids and proposals (estimated to be c. 200 bids per FTE each year), often with competing deadlines, each involving different colleagues across their faculties. Pre-award administration is becoming increasingly complex and the post-holder will be required to keep up-to-date with changes to funders, schemes, application requirements, pricings, etc. and provide academic colleagues with expert professional advice.

### **Information Governance Responsibilities**

#### **Data User**

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

#### **Safeguarding and Regulated Activity**

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is bared from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

### **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.

**Sept 2022**



## Person Specification

Post / Job Title: Funding Development Officer	Post No: RDS68
Faculty / Service: RDS	Date: September 2022
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
Educated to degree level or equivalent work experience	E
Knowledge and understanding of national and international funders, schemes, strategic priorities and funding policies	E
Understanding of the research process, to include awareness of research ethics and impact	E
Experience of working on multiple projects at the same time, all with different deadlines	E
Experience of process, system and/or policy review	E
Experience of contractual processes and regulations, and an awareness of types of RKE contracts and potential legal issues (such as sub-contracting, legislation, etc.)	D
Experience of using electronic submission systems for proposals, such as Je-S	D
Technical understanding of the faculty disciplines	D
Experience of working with colleagues to secure KE income, e.g. CPD, consultancy, KTPs	D
Knowledge of full economic costing and experience of using a costing tool (such as pFACT)	D
Skills	
Tailoring communication to meet clients' needs	E
Ability to meet 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 and confident with basic accounting concepts	E
Excellent IT skills, including word processing, spreadsheets, databases, email and internet applications, with the ability to learn new packages quickly	E
Attributes	
Listening, questioning and clarifying in order to understand clients' needs	E
Being open to and applying good practice and fresh ideas from inside and outside the organisation	E
Appreciation and understanding of situations requiring tact, diplomacy and confidentiality	E
Ability to reprioritise with a flexible approach to work	E
Ability to work independently as well as part of a team	E
Commitment to delivering Service Excellence	E