



## Job Description

<b>Post/Job Title:</b>	<b>Research Facilitator in Life Sciences</b>
<b>Ref:</b>	<b>RDS69</b>
<b>Location:</b>	<b>Studland House</b>
<b>Faculty/Professional Service:</b>	<b>Research Development and Support</b>
<b>Group/Section:</b>	<b>Funding Development Team</b>
<b>Normal hours per week:</b>	<b>Full-time</b> <b>(Some flexibility will be required in order to ensure that key time scales and deadlines are met).</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Accountable to:</b>	<b>Funding Development Manager</b>

### 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 **Life Sciences** – focusing on:

- [NIHR](#): National Institute for Health and Care Research
- [Medical Research Council](#) (MRC – UKRI)
- [Natural Environment Research Council](#) (NERC – UKRI), and
- [Wellcome Trust](#)

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 one 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 specialist research funders' strategic agendas and potential future funding opportunities. Build and develop academic teams across the University to proactively prepare for these opportunities and work with the SIA conveners and investment beneficiaries to proactively prepare for these opportunities to maximise the benefit to the University at all times.
2. Target 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 in conjunction with the principal investigator, to include identifying 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 with academic colleagues to develop creative and innovative ways to maximise the impact of their research on society and ensure these are embedded throughout the proposal.
5. Work closely with principal investigators to develop responses to external reviewers' comments as part of the external proposal assessment process.

6. Review the RKE bidding profiles for the faculties and support the Funding Development Officer(s) with the identification of trends, opportunities and risks.
7. Develop an operational plan with the faculties to enhance institutional performance in research to include the identification and optimisation of opportunities and the advance planning of bids.
8. Provide up-to-date, expert guidance to ensure academics consider research ethics, governance requirements and dissemination/impact plans at the project planning stage.
9. Provide pastoral advice and careers guidance to academic/research colleagues on developing a research/KE career, particularly to those on one of the University's RKE development schemes.
10. Be a member of internal selection panels, such as for competitive internal funding schemes, reviewing submitted proposals, providing feedback and contributing to decision-making on investment.
11. Identify issues and implement ideas for improvements to pre-award processes, procedures and systems.
12. Advise principal investigators on how to strengthen and resubmit unsuccessful proposals to other external funders, working alongside them to develop the proposal.
13. Work closely with the other Research Facilitators and academic colleagues to initiate and coordinate activities to nurture and develop inter/multidisciplinary research collaborations. Take responsibility for managing the bid development and submission process for large multidisciplinary proposals.
14. Actively contribute to the RKE culture of the faculties, such as attending key meetings and proactively working with centre directors to build their research activity and profile.
15. Support the implementation of the University's RKE strategy, in particular in the development and implementation of initiatives to achieve the targets.
16. Work closely with the Funding Development Officers and Project Officers to ensure a seamless transition between pre- and post-award management. In some cases this will involve advising on contract negotiation.
17. 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.
18. Manage and contribute to at least one pathway for the Research and Knowledge Exchange Development Framework (RKEDF).
19. Add content to the BU Research Blog about writing and developing proposals, building a research career, etc. and promote the benefits of research and knowledge exchange funding across the University.
20. Manage at least one major pre-award project/initiative from the RDS delivery plan.
21. Undertake any other reasonable duties as requested by the Funding Development Manager.

### **Organisation Chart**

The Research Facilitator is line managed by the Funding Development Manager and has line management and leadership of two or more Funding Development Officers.

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 the initiative from the RDS delivery plan that they support and the RKEDF pathway(s) that they own. 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:** Deans, Deputy Deans, Operation Managers, institute/centre heads, Heads of Department/Research, academic colleagues.

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

### **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.

### **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**

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 Equality & Diversity 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.

**February 2023**



**Person Specification**

Post / Job Title: Research Facilitator	Post No: /RDS695037432
Faculty / Service: RDS	Date: February 2023
<b>SELECTION CRITERIA</b>	<b>Essential / Desirable</b>
Knowledge (including experience & qualifications)	
First degree or equivalent work experience	E
Experience of working across boundaries to develop relationships with other teams	E
Thorough knowledge and understanding of national and international research and knowledge exchange funders, schemes, strategic priorities and funding policies	E
Expert knowledge of research councils and major charities that fund research	E
Knowledge of the Life Sciences disciplines	E
Knowledge of the peer review process, 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	D
Experience of working with confidential and sensitive information	E
Experience and knowledge of contractual obligations and risks	E
Technical understanding of the faculty disciplines and an awareness of the potential areas for inter/multidisciplinary research across and beyond the University	D
Thorough knowledge of full economic costing and experience of using a costing tool (such as, pFACT	D
Experience of identifying opportunities and developing successful proposals for obtaining research funding from philanthropic foundations, charities, trusts, etc	D
Awareness and understanding of BU's institutional strategy BU2025 and how it relates to research	D
Member of ARMA and evidence of attendance at ARMA events	D
<b>Skills</b>	
Establishing rapport and tailoring communication to meet clients' needs	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
<b>Attributes</b>	
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 and researchers	E
Positive attitude	E
Willingness and ability to undertake training to improve skill base	E
Commitment to delivering Service Excellence	E