

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Senior Research Officer				
DEPARTMENT	College of Social Science				
LOCATION	Brayford				
JOB NUMBER	CSS438	GRADE	7	DATE	November 2018
REPORTS TO	Director of Research, College of Social Science				

CONTEXT

The College of Social Science (CoSS) has ambitious strategic plans for enhancing the research conducted by its staff, in line with the University strategic objective to become a top-40 institution in the next Research Excellence Framework assessment (anticipated to be REF2020). Research-related activity will attract more external funding and will involve more staff, both academic and support.

The post holder will take on key responsibilities for the delivery of the plan, including: assisting and coordinating the development of new research initiatives, servicing College research-related committees, identifying potential funding sources, supporting academic members of staff in preparing grant applications, managing the application process and provide further support during the lifetime of projects, including on issues such as reporting and audit. The post holder will be the first point of contact regarding research matters for staff in the College.

JOB PURPOSE

The Senior Research Officer works in support of the College, through the College Director of Research, delivering timely and high quality project management and guidance in order to achieve the College's key deliverables. The postholder will work closely with funding bodies, external industrial partners and other collaborating organisations, leading the co-ordination and management of the College Research Office.

To provide key support and guidance to the College Director of Research in developing new support initiatives for research, increasing externally-funded research, coordinating administrative systems related to funded research, and data requirements of REF preparations. To develop and support collaborative and cross college working within CoSS and beyond.

KEY RESPONSIBILITIES

Project Management
<p>Support academics in the College of Social Science in the preparation and management of externally funded research projects, providing high quality project support including the coordination of collaborating partners (internal and external), production of project plans, risk assessments, impact plans, costings, and financial forecasting.</p> <p>Ensure that the correct information in relation to grants is fully uploaded, maintained and updated on the University's Awards Management System (AMS).</p> <p>Compile and prepare project technical and financial reports as required.</p>
Assistance to Researchers
<p>Provide expert assistance to project researchers in post-award project planning. This includes the preparation and distribution of Gantt charts, milestone and deliverable tracking tools. Also, to liaise with colleagues in the Research and Enterprise Office to ensure the timely preparation and circulation of ethical, contractual, Intellectual Property or commercialisation documentation.</p> <p>In considering succession grant application planning, provide bid writing support and input at the project planning stage to maximise chances of success in gaining external funding, including mechanisms for reviewing, amending and authoring application documentation including the case for support, pathways to impact, and justification of resources.</p>
Funding Guidelines
<p>The post holder should have a full and up-to-date knowledge of UK and EU overarching funding principles and mechanisms. This includes Full Economic Costings, TRAC methodologies, the Je-S system and Research Participant Portal. These are required for the timely preparation of financial claims, forecasts and audit documentation which are consistent with those guidelines. The post holder should also ensure communication of updates to guidelines to the research community.</p> <p>Provide full co-operation with, and information requested by, the Centre, REF Unit of Assessment Co-ordinators, Research managers and other key staff in the preparation of research-related reports.</p>

Project Reporting and Submission

Provide advice on research funding proposals to academic staff, including technical advice on detailed costing issues.

Assist with the development and implementation of College systems for the preparation of research proposals, including internal peer-review, bid-writing workshops.

Proactively identify funding opportunities and work with academic staff, research directors, and RIKE staff in assessing proposal eligibility and determining best-fit of ideas to funding programmes available.

Regularly update academic staff with relevant information either by email or at meetings. Ensure that project financial and technical claims, reports and submissions are scheduled, timely and accurate.

Assist researchers to plan their reports in a timely and effective manner, so that all financial and other supporting information is in hand prior to submission, including liaison and co-ordination of submissions with any external partners.

The post holder will be responsible for the production of comprehensive and accurate reports for the University of Lincoln, and the timely receipt of the same from participating partners.

Strategic Focus

In considering grant application planning, be aware of, and be able to interpret, the current strategic aims, values and mission statements of the major research councils, Innovate UK, leading charities and EU funding programmes in order to best support academic staff in fulfilling and delivering high quality research projects which align to those criteria. Also, to present those criteria to academics or research support staff, as required.

Be aware of the strategic priorities and key performance indicators in relation to research for the University, College and Schools, in order to advise on effective strategies for the promotion of high quality research project management.

Be aware of potential collaborative opportunities for the College and bring these to the attention of key researchers via regular communications and activities.

Work with academic and professional teams (including college marketing and events staff) to support and promote collaborative working, for example through holding or highlighting relevant networking and workshop events.

Liaison with External Networks and Funding Bodies

Be responsible for the timely preparation and distribution of relevant information and documentation in response to requests from the funding bodies, project partners and affiliated entities, including complex technical, financial and administrative information. Use initiative and be pro-active in identifying and executing programmes of activity, and drafting/preparing documents, seeking approval from the Coordinators, Management Committees and/or Boards of projects where appropriate.

Research Contracts

Lead the co-ordination of the recruitment process to projects including notifications to the Human Resources Department and other relevant bodies in order to comply with UKBA requirements. Ensure a co-ordinated process of recruitment is maintained throughout the project.

For Grant Agreements, Collaboration Agreements, Confidentiality and NDAs, Subcontracts etc, liaise with colleagues in Research & Enterprise and ensure the timely preparation and distribution thereof. Monitor adherence to contractual arrangements by regular review, including financial compliance and arrangements with partner organisations by regular liaison. Influence behaviour to maintain compliance with contract and identify and flag variances and issues to the Coordinator, Management Committee and/or Board.

Support Researchers and Committees

Provide written and verbal feedback to the Director of Research in preparation College Management Committee and relevant sub-committees on the research plans of researchers, and provide administrative support to those committees through the timely preparation and distribution of notices, agendas and minutes, and confirmation of venues or tele-conferencing/Skype arrangements.

Specifically, provide administrative support at College research-related meetings including scheduling, preparing agendas and minute taking for College Research Committee; REF Working Group, regular meetings of the College research team (School directors of research and postgraduate research student leads).

Resources and Finance Distribution

Manage the College Director of Research budget, including purchase of resources and facilities. Manage research budgets to target in collaboration with PIs and College Senior Finance Officer. Monitor project finances and ensure financial controls and reporting are in line with Grant Agreements and funder requirements. Working in conjunction with the College Finance team, report on financial issues to the academic lead, including analysis and presentation of finances and forecasts.

Best Practice

Work with College and University finance teams to ensure best practice is followed in the management and administration of research projects; ensure that best value for money is achieved when procuring consumables, travel etc, and ensure that all University policies and guidelines on ethics, research integrity, health and safety are followed in the development and production of research plans and funding bids.

Risk Register

Establish and maintain project Risk Registers; undertake contract performance review and complaints and conflict resolution procedures, in liaison with the Project Principal Investigator.

Electronic Resources
Ensure internal systems and electronic resources, including websites and other e-resources, databases and document archives are utilised according to university procedures and maintained.
Liaison and Networking
Liaise with internal and external partners including academics, researchers and practitioners, and key staff within funding bodies.
Line Management
Manage the College Research Office and line manage a Grade 5 Research Officer, including identification of training needs, management of day-to-day activities, objective setting and appraisal.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of the Role

The post holder will work closely with the College Director of Research to ensure that all elements of the College Research Strategy are successfully implemented, including the introduction of new procedures and initiatives (such as College Research Fund, research group review, personal research plans, internal peer-review), monitoring the success and gathering data on Key Performance Indicators.

The post holder be the key point of contact within the College of Social Science for staff seeking advice (both pre-award and post-award) on research related matters, specifically regarding funding issues. He/she will assist with the development and expansion of research opportunities for the College as well as maintaining sound research funding administration systems.

Key Working Relationships/Networks

Internal	External
<ul style="list-style-type: none"> • College Director of Research • Pro-Vice Chancellor/ Head of College of Social Science • Academic and Research Staff within the College of Social Science • Research Support Staff within the College of Social Science • Research and Enterprise Department • College Senior Finance Clerk • College Manager & professional services staff • College Executive Office staff (Marketing, Events and Web Team) • Finance and HR departments • RIKE Manager • Other core University departments as required 	<ul style="list-style-type: none"> • UK and European funding bodies, such as charities, research councils, local authorities, regional NHS Research and Development Networks, EU Horizon 2020, Innovate UK • Partners, both individual and HE institutions and industry, engaged in research collaborations with members of the College • Research support staff in other HE institutions

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Senior Research Officer	JOB NUMBER	CSS438
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) References (R)
Qualifications:		
Educated up to Degree level or equivalent experience	E	A
Experience:		
Project management experience, preferably of funded projects	E	A/I
Experience of supporting collaborative projects	D	A/I
Experience of research financial support and submission systems within a HE environment (including Research Participant Portal, Je-S, _connect, etc)	D	A/I
Experience of establishment of project documentation, including SOPs, accounts/financial statements	E	I
Experience of collaborative software environments	D	A/I
Experience of working with researchers, and being able to effectively influence them to achieve required outcomes	E	A/I
Experience of reports and/or scientific publication writing	D	A/I
Skills and Knowledge:		
Good working knowledge of Microsoft Office applications including Word, Excel, Powerpoint, Project Manager, Publisher, WordPress	E	A/I
Excellent organisational, interpersonal, influencing and communication skills to effect and maintain good partnership collaboration	E	A/I
Ability to prioritise own workload and work to specified deadlines under pressure	E	A/I
Knowledge of research-related financial costing mechanisms and budgetary structures	D	A/I
Knowledge of research funding and a working knowledge of the REF rules	D	A/I
Excellent written and verbal communication skills	E	A/I
Excellent presentational skills	D	A/I
Competencies and Personal Attributes:		
Ability and flexibility to react effectively to changes in the project plan or to partner/funder requirements	E	A/I
Calm and efficient approach to meet project and partner demands and deadlines	E	A/I
Ability to work on own and as part of a team	E	A/I
Enthusiasm and commitment	E	A/I

Ability to plan for and work to tight deadlines	E	A/I
Ability to interpret and implement a variety of guidelines and processes and translate these effectively	E	A/I
Ability to communicate effectively with staff at all levels	E	A/I
Business Requirements		
Periodic requirement to work out of hours to facilitate or support events or projects	E	I
Ability to travel within UK to attend research relevant meetings as required	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	HG	HRBP	HDR
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