

**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	College Research Officer				
DEPARTMENT	Research and Enterprise Development				
LOCATION	Brayford Campus				
JOB NUMBER	EL1072	GRADE	5	DATE	October 2019
REPORTS TO	Senior College Research Officer				

CONTEXT

We are a university looking to the future where we serve and develop our local, national and international communities by creating purposeful knowledge and research, confident and creative graduates and a dynamic and engaged workforce. Research & Enterprise is an innovative department within the university which works with staff, employers, students and graduates to increase graduate employability and external income generation to underpin the University's growing research portfolio.

Working alongside the Senior College Research Officer and Research Development Officers, this position is an integral part of the Research & Industrial Partnerships Team (RIPT), providing the first point of contact for the four Colleges of Arts, Science, Social Science and the Lincoln International Business School. The role will contribute to the University's wider research goals, through identification of potential funding sources, support for the preparation and submission of external funding applications, stakeholder engagement and researcher development.

Considerable interaction with academic colleagues and research support staff in all Colleges, Centres and Institutes is required in order to develop effective networks and a flexible support service that responds to the fluctuating nature of funding calls. The position will integrate effectively with College-level support, agreeing the most effective model of partnership working to suit each area. This will raise the profile and the level of engagement of the service with staff whilst maintaining a flexible team that will come together every week to work on cross-College activities.

JOB PURPOSE

To identify and promote targeted research, CPD and consultancy funding opportunities to identified academics, driving bidding activity and success levels.

To provide pro-active support, assisting academic colleagues in the costing of funding applications in order to maximise the value of any contract post-award. This will involve working closely with and drawing upon the expertise of the relevant Research Development Officers and Research Development & Operations Manager.

KEY RESPONSIBILITIES

Pro-Active Research Support

To provide the first point of contact for enquiries from academic and professional support staff within one of the key Colleges; providing advice and assistance where relevant and redirecting enquiries appropriately (including tracking referrals to ensure a high level of service delivery). Providing local support within Colleges (approx. three days/week) and proactively contacting academics for one to one meetings to discuss potential sources of funding and costing of applications.

Research Grant Submission

To provide targeted and pro-active support to academics within all of the key Colleges, directly supporting the preparation of research and related funding applications, including: funder liaison, downloading and disseminating relevant documents & submission requirements, providing support in the interpretation of these documents and in particular the production of accurate costings using the Awards Management System (AMS).

Funding Opportunities

Research, collate and distribute targeted information with regard to new funding opportunities to relevant academic colleagues within one of the key Colleges. Provide expert knowledge, advice and guidance to academic colleagues on the costing of research applications, application procedure and submission deadlines. Autonomously keeping up to date with developments in UKRI, Charities, the European Commission and other funding bodies with regard to changes to regulation, eligible costs, applications and any introduction of demand management measures.

Event Organisation

To contribute to the development and delivery of a programme of Research and Enterprise Development events, workshops and meetings. This may involve scheduling of meetings, preparing materials, agendas, keeping minutes and circulating information.

Marketing and Promotion
To support the marketing and promotion of RIPT and Research and Enterprise both within and outside the University, including presenting at Away Days and other events.
Maintenance of website
Maintenance of websites, blogs and portal sites and the Research Mailbox, ensuring that information is accurate and provided in an efficient manner.
General administration
Provide help and support to academic colleagues when using the University's Awards Management System, distributing information and organising institutional sign off for bids where appropriate in line with local level peer review processes.

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

As part of our approach to partnership working with academic colleagues, this position will integrate effectively with College-level support, agreeing the most effective model of working to suit each area. This will raise the profile and the level of engagement of the service with staff whilst maintaining a flexible team that will come together every week to work on cross-College activities.

Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> • Senior College Research Officer (Line Manager) • Research Development & Operations Manager • Research Information & Systems Manager • Head of Research • Research and Industrial Partnerships Team • College Based Research support staff • College Directors of Research • Academics within the Colleges • College PVCs • Director of Research and Enterprise • Careers and Employability team • Business Incubation team 	<ul style="list-style-type: none"> • External Funders • Association of Research Managers and Administrators (ARMA) • UK Research Office (UKRO) • Research Professional • Appropriate associations (e.g. ARMA, Praxis Auril) • Industry • Other Universities

**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
A-Levels or equivalent	E	I
Degree or equivalent	D	I
Experience:		
Experience of working in a HE environment or similar environment.	D	I
Experience of providing a high level of administrative support	E	I
Experience of research grant application processes	D	I
Experience of organising events or similar	E	A
Experience of working with diverse client groups	D	A/I
Skills and Knowledge:		
Excellent organisational skills	E	A/I
Excellent IT skills	E	I
Excellent oral and written skills, as the role requires effective and clear communication	E	A/I
Proven analytical and problem solving skills	E	A/I
A high level of numeracy	E	I
Knowledge of research costing/pricing, including FEC (Full Economic Costing)	D	I
Knowledge of external funding sponsors for research, such as UK Research Councils, the European Commission and other funding bodies	D	I
Competencies and Personal Attributes:		
Ability to prioritise own workload, work under pressure and to tight deadlines	E	A/I/R
Excellent interpersonal skills	E	I/R/P
Highly organised with excellent attention to detail	E	A/I/R
Flexible approach to work, including the ability to work independently using own initiative and to work effectively as part of a team.	E	I/R

Author	SM/PE	HRBP	SP
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