**UNIVERSITY OF LINCOLN
JOB DESCRIPTION**

JOB TITLE	Bid Development Officer
DEPARTMENT	Research & Enterprise
LOCATION	Brayford
JOB NUMBER	EL1160 **GRADE** 7 **DATE** Sept 2021
REPORTS TO	Research Development Manager

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. We will achieve this through a culture of enterprise and innovation.

Research & Enterprise is a central professional support department which works with staff, industry (private, public and third sector), external partners (e.g. Local Enterprise Partnership, Midlands Engine etc.), students and graduates to drive:
- A dynamic research environment
- Increased levels of graduate employment and progression
- Innovation & productivity levels throughout our region.

We use all these elements together and separately to build wide and deep external partnerships, further developing our role as an 'active anchor institution'.

The post holder is an integral be part of the Research & Industrial Partnerships team, within the Research and Enterprise Department, and will provide bid development support to our academic community. Key aspects of this role will involve:

- ➢ Supporting the Research Development team in realising the strategic ambitions for income generation at the University
- ➢ Collaborating closely with external funding bodies, academic colleagues, Industrial Partnerships, and Business Incubation teams to develop an effective network and a flexible support service
- ➢ Pro-actively locating, targeting, and bidding for new sources of funding
- ➢ Effective stakeholder engagement and researcher development, including the delivery of engagement activities, to ensure effective and well managed projects.
- ➢ Support of project completion including reporting and audit.

This is a collaborative role working with colleagues across the institution to respond to the evolving and fluctuating nature of income generation opportunities. The post holder will also support the Research Development Manager in establishing and developing external networks on behalf of the university to raise its profile and build collaborations; this may involve regional, national, and international travel.

JOB PURPOSE

To develop the university's research environment through the facilitation, co-ordination and driving of activities, and to help secure externally funded research income from Regional, National, EU, and International opportunities.

The post holder will work with the Research Development Manager to implement and deliver strategies to increase the quantity and range of external funding activity across the university; the focus will be on Regional, National, EU, and International funding, but may also include support for education and consultancy contracts. This will include provision of specialist advice, assisting academic staff with development and submission of funding applications, facilitation of national and international networking, and liaison with College based research support staff to ensure appropriate project and financial handover for awarded grants.

KEY RESPONSIBILITIES

Responsibility 1: Research Development

To support the Research Development Manager in developing and maintaining income generation action plans to target internal and external stakeholders through liaison with senior research leads, Heads of Schools and College Directors of Research.

Working with the College Research Officers to co-ordinate the timely, targeted identification and dissemination of appropriate funding information to academic staff, and delivery of grant writing clinics and researcher development workshops to raise the profile of income generation opportunities across all Schools, Colleges and Research Centres/Institutes.
Working with the Research Development Manager to map and understand thematic research priorities across relevant funders, and how these relate to School, College and Centre/Institute research strengths and ambitions.

Support meetings and other internal and external workshops/events with the aim of building networks to enable researchers and stakeholders to take advantage of funding opportunities.

Develop new initiatives to improve support, engagement, quality, and funding success rates.

Responsibility 2: Income Generation

To facilitate collaborative links of university academics with national and international organisations including other universities, leading to an increase in secured income from Regional, National, EU, and International funding routes.

Take the lead, working closely with the wider Research & Industrial Partnerships team, Business Incubation Team and College Research leads, in the promotion, preparation and submission of funding applications, including contribution to the provision of generic and specific content; accurate costing and pricing of research projects in line with external funder regulations (e.g. FEC); coordinating project approval and submission with senior staff; managing electronic grant submission and reporting systems (e.g. Je-S, eGAP); ensuring timely submission of research proposals and associated grant reporting.

Support the Research Development Manager and College Directors of Research on implementation of appropriate protocols and systems for peer review of grant applications.

Support the Research Development Manager to co-ordinate, steer and support the development of interdisciplinary and/or complex University-wide bids and initiatives, within the region, nationally and internationally, in line with School, College and Centre/Institute research development strategies and cross-cutting themes.

Responsibility 3: Relationship Management

Support the Research Development Manager in increasing the University's national research profile, in particular through regular attendance at meetings with funders and stakeholders and supporting academic staff in networking and brokering new profitable relationships.

To act as the key contact and account manager for identified clients, maintain good client liaison and commercial practises, ensuring profitable, repeat business.

Where the university is a partner in a consortium, support the negotiation of terms of collaboration, taking advice from and raising any areas of concern with the Contracts & IP Officer and on substantive issues with Head of Research/Director of Research and Enterprise.

Responsibility 4: Compliance

Ensure the compliance of Regional, National, EU, and International funded projects within scheme guidelines and, as required, support the College based teams with any subsequent modifications including the production of management and financial information, coordination of committees, project closure and final reporting.

To maintain an excellent working knowledge of regional, national, and where applicable, international funding schemes for Research, Innovation and Knowledge Exchange, and support the wider Research & Industrial Partnerships team in raising their awareness and understanding of scheme requirements.

Support the Research Development Manager in developing, implementing and managing internal research funding procedures and liaising with a wide range of internal staff to ensure these procedures are followed.

Responsibility 5: Data Management, Research Impact & Reporting

Take a lead on providing management information and reports such as current Regional, National, EU, and International funded project portfolios, proposals submitted, success rates and pipelines to line management, clients, University staff, funding bodies and other partners as appropriate, to share best practice, improve success rates and influence future bidding strategy.

To support the Research Development Manager and wider Research & Industrial Partnerships team in the development of research impact training, education, and pathways to impact for researchers, early career researchers, senior academics, and professional services staff across all 4 Colleges.

To deliver and report on agreed key performance indicators to the Research Development Manager, within agreed deadlines and ensure that an appropriately robust audit trail of information is maintained to support these reports.

To support the Research Development Manager and Research Repository & Information Officer to develop and co-ordinate research data management and open access training and compliance, in line with university and funder expectations.

Develop and disseminate information on best practice relating to the management and administration of research funding through liaison with internal contacts and external bodies (e.g. Charitable Trusts, UKRO, ARMA), and influence colleagues at all levels to adopt best practice.

Responsibility 6: Profile raising

To represent Research & Enterprise at internal and external events and on relevant regional, national, and international interest groups, partnerships and committees as appropriate.

To increase awareness of UK/EU/international opportunities across the university through liaison and coaching of academic staff, identifying individual College needs and delivering workshops/seminars to address these.

Delivery of a regular series of stakeholder engagement events in collaboration with Research Development Officers and Business Development Officers to raise awareness of expertise and funding support available across the university.

Responsibility 7: Training & Development

To Support the Research Development Manager and Researcher Development Co-ordinator in the development and delivery of an annual programme of research training events, written materials and funding opportunities for research, project development and post-award management.

To undertake relevant CPD to maintain/develop on-going expertise in UK & International research funding.

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

This role will require pro-activity and an understanding of the Higher Education research environment and funding landscape. The role will support the Research Development Manager, Colleges and the wider Research & Enterprise department in the delivery of key strategic outcomes.

As a key point of contact for staff seeking advice on external funding, the post holder will be expected to be a self-starter, with knowledge and expertise in developing research funding proposals and be an effective communicator. They will support the development and expansion of research opportunities in line with University research strategies, as well as promoting and marketing the university, both internally and externally.

As a well organised team player the post holder will have an understanding of Higher Education, marketing of expertise and event organisation which will, on occasion, involve flexibility.

The role will play an integral part in the development and delivery of research support within the Research & Industrial Partnerships team, including mentoring of other colleagues, to ensure delivery of the university's income generation targets.

Key working relationships/networks	
Internal	**External**
- Research Development Manager (Line Manager) - Senior College Research Officer - College Research Officers - Head of Research & Industrial Partnerships - Director, Research & Enterprise - Research & Industrial Partnerships Team - Academics within the Colleges, Centres and Institutes - College Research Support teams - Business Development Managers - Senior academic staff, inc. Directors of Research, Heads of School & Heads of Colleges - Careers & Employability Team - Business Incubation & Growth Team	- EU - UKRI - Charitable Trust and Foundations - Local and National Government bodies - Regional, national and international Universities - Partner organisations - Regional, national & international business clients, including SMEs - Relevant associations and professional bodies (e.g. Universities UK, Praxis Unico, ARMA, UKRO) - Intermediaries (e.g. KTNs, MAS, Medilink)

UNIVERSITY OF LINCOLN
PERSON SPECIFICATION

| **JOB TITLE** | Bid Development Officer | **JOB NUMBER** | EL1160 |

Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
Good honours degree or equivalent	E	A
Postgraduate research degree or equivalent experience in research development	D	A
Experience:		
Experience working in an income generating environment	E	A,I
Experience of bid support and developing/co-ordinating successful research proposals (inc. Full Economic Costing and pricing)	E	A,I,P
Experience of data collection and report writing	D	A,I
Experience managing and supporting multi-partner projects inc projects with external organisations e.g. industry	D	A,I,P
Experience of management of pre and post-award Regional, National, EU, and International funded projects	D	A,I
Experience of planning, marketing and delivering events promoting university expertise and services to external audiences	D	A, I, P
Skills and Knowledge:		
Strong research acumen	E	A,I
Excellent verbal and written communication skills, including skills of diplomacy and persuasion	E	A,I,P
Excellent analytical skills, with the ability to communicate on and work within, complex strategic and policy documents	E	A,I,P
Excellent numerical skills with attention to detail when dealing with finances and business/project planning	E	A,I
A working knowledge of appropriate research and technology transfer strategy and policy in relation to Higher Education	D	A,I,P
Ability to develop effective working relationships & networks with a wide variety of internal/external partners	E	A,I
Knowledge of Regional, National, EU, and International funding policies, programmes, procedures and mechanisms.	E	A,I,P
Competencies and Personal Attributes:		
Innovative and proactive	E	A,I,P
Results driven and ability to work under pressure to tight	E	A,I

deadlines		
Excellent organisational and project management skills, able to prioritise workload with attention to detail	**E**	**A,I,P**
Projects a positive and professional image at all times	**E**	**A,I,R**
Ability to lead and influence and work effectively as part of a team	**E**	**A,I,R**
Proven capacity to work flexibly, independently and as part of a team	**E**	**A,I**
Business Requirements		
Will be required to work the occasional evenings and weekends	**D**	**A, I**
Able to travel between sites	**E**	**A, I**
Willing to travel internationally as required	**E**	**A, 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	SM/LK	**HRBA**	SP