UNIVERSITY OF LINCOLN
JOB DESCRIPTION

JOB TITLE	Research Officer
DEPARTMENT	College of Science
LOCATION	Brayford

JOB NUMBER	COS549	**GRADE**	5	**DATE**	November 2021

REPORTS TO	Research Manager, College of Science

JOB PURPOSE

Research is a key part of the University's portfolio of activities, requiring efficient professional support and advice. The Research Officer is an integral member of the College of Science Research Office team, providing accurate and timely research support. The postholder is responsible for the line management of the Project Administrator and oversees the production of College-wide research statistics, reports, bulletin and portal site content, and additionally provides project management support.

The postholder works closely with the College Research Manager, Director of Research and School Research Leads in support of wider College research activities including the REF, Impact, College Research Committee and other research-related forums.

Responsible for the smooth and timely flow of projects through the Awards Management System, and ensuring that the information is accurate in order to produce and present statistical reports, as required.

Provide a wide range of research-related support activities to the academic cohort, Director of Research and Research Leads in support of the REF, as required.

Support academic colleagues with the development of Impact Case Studies and pathways to impact in liaison with the College Director of Research and the University's Director of Research Impact Development.

Identify and promote targeted research and consultancy funding opportunities to identified academics, driving bidding activity and success levels, and maintaining an accurate database of research interests, in liaison with central research support teams.

Provide pro-active support to academic colleagues in the development of funding applications from a post-award perspective, and to support the maximisation of the value of contracts post-award. This includes the provision of project administrative support to smaller value projects.

KEY RESPONSIBILITIES

Pro-Active Research Support

- Line Manage the Project Administrator, oversee and monitor workload to ensure continuity.
- Act as the initial contact for enquires from academic and professional support staff in relation to post-award grant queries for all projects not supported by Project Managers.
- Utilising knowledge of individual funder requirements and regulations, provide advice and support on research grant administration, redirecting enquiries appropriately (tracking referrals to ensure a high level of service delivery).
- Maintain a database of key research areas and interests within the College through the arrangement of introductory meetings with new and existing academic staff.
- From a post-award perspective, provide input to grant proposal preparation as required, working closely with the centrally based College Research Officer.
- Pro-actively identify and disseminate targeted research funding, collaboration and public engagement opportunities directed at research groups and individual researchers, and provide advice as required on funding sources available.
- Arrange meetings and other events for the development of research proposals, as requested.
- Maintain an excellent knowledge of changes to funder regulations from a pre- and post-award perspective and identify how these may have implications for post-award project administration, ensuring all colleagues and academic staff are aware of any changes.

Research Project Set-Up and Project Management Support

- Take the lead in ensuring successful awards are correctly set up on the Awards Management System, including the upload of an accurate budget, contracts/agreements, and all relevant project documentation.
- Arrange and Chair project set-up meetings with all new grant-holding academic staff to ensure that all parties are clear on how projects should run, establishing deliverable milestones, procurement, invoicing, reporting processes etc.
- Identify potential areas of improvement with grant set-up and administration, communicate these to the Research Manager and develop new initiatives to improve these areas as appropriate.
- Maintain an understanding of the current University ethical approval processes and communicate information as required, ensuring approvals are recorded on the Awards Management System.
- In liaison with the central Contracts Officer, maintain oversight and tracking of contractual developments and ensure all appropriate contractual agreements are in place for new projects.
- In liaison with Human Resources, support the research project team with efficient recruitment of research project personnel leading on recruitment.
- Contribute to the preparation and submission of periodic and financial reports to funders as required, ensuring that these are carried out within stated deadlines.
- Support grant-holding academic staff in the submission of their deliverables, outcomes, publications etc via ResearchFish (where applicable), and provide supporting documentation as requested.
- Prepare project financial forecasts and claims as required by external funders for those projects which do not have an appointed Project Manager.
- Assist with the co-ordination of research project financial audits in liaison with other University departments and external auditors as required, ensuring deadlines for audit completion and claim submissions are met using various submission platforms used by funders.
- Attend project meetings and support project teams and project managers with documents, meeting arrangements, room bookings, catering and travel arrangements as required.

Research Committee Support

- Act as Officer to the College Research Committee and at ad hoc Research-related meetings drawing up agendas, taking and recording minutes of meetings, distributing papers, booking venues, alerting people to action points, and providing input to the meetings as required.
- Provide support to the Director of Research in relation to materials and reports required for College

Academic Board.

- Participate in regular meetings with Research Repository and Information Officer and Research Manager and provide support for subsequent actions as required.
- Attend and present materials at School Research away days and other research-focused events in liaison with the College Research Manager, as required.

General Administration

- Support the College Director of Research in compiling and disseminating information to academics on key research processes and policies, internal funding roll outs, and new central research-related procedures.
- Responsible for updating the Awards Management System status of all funded projects and those in set-up to ensure the data is as accurate as possible for production of reports.
- For internal research funding awards, advise staff of the budgets, milestones and processes required to run their projects. Provide supplementary advice as required on reporting and ensuring spend before project end.
- Responsible for the production of tailored reports from AMS for the College Director of Research, Research Centre/Group Leads, Head of College, Head of Schools and College Director of Operations and present the information at away days as required ensuring the report content meets their requirements.
- Assist in the collation and preparation of Research Centre and Research Group documentation and statistics, as requested, ensuring that these are provided in a timely fashion to meet deadlines.
- Development of College research related websites and literature, including maintenance of the Share Point College research support site and associated blogs.
- Support the organisation of, and preparation for, research-related events, including research away days and other workshops, as required.
- Responsible for the collation of materials for, production and distribution of, the monthly College research bulletin.

Impact Support

- Liaise with the College Impact Champions on the correct recording and maintenance of impact-related evidence and documentation.
- Provide support and guidance to help embed an understanding of research impact and the routes to delivering and evidencing impact in support of Impact for the REF submission and grant proposals, including organising training events for academics, as requested.
- Assist academics with the organisation of impact-generating dissemination events.
- Support colleagues to develop processes to capture data and record evidence
- In conjunction with College impact leads, establish and oversee a local system to monitor and record impact-related activities and evidence.
- Assist academic colleagues to search for and collate information evidencing their Impact Case Studies
- In liaison with the College Director of Research and central REF team, provide assistance as requested in support of the College's REF submission, including collating and recording information from all relevant sources.
- Provide assistance as requested with the recording and upload of REF-able publications on the University's repository
- Liaise with the Library and other REF support staff on the timelines for the submission of information from the College, and in discussion with the Unit of Assessment Co-ordinators and Impact Champions.
- Disseminate REF-related guidance on Open Access, Data Management, Impact etc to academic staff, and provide supplementary advice as required.

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 be the key point of contact within the College of Science Research Support Office in relation to the establishment of correct post-award administration, the production of accurate reports and statistics, and be the key point of contact for all staff seeking advice on research project administration post-award.

Key working relationships/networks

Internal	External
• Academic Staff within the College and across the University • Research staff within the College and across the University • School and Executive Team Administrative staff • Research & Enterprise Department • Academic Registry • College Management Accountant • College Research Finance Officer • The Graduate School • Human Resources Department • College Ethics Chair • College Director of Research • School Research Leads • Unit of Assessment Coordinators and Impact champions • Library staff	• Industrial partners • Collaborating Universities and other organisations • Research funding bodies, including Third Sector organisations • NHS Trusts RM&G staff • Identified stakeholders

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:		
Educated to HNC/degree level or equivalent experience	E	A
Experience:		
Administrative and clerical experience	E	A/I
Experience of working in a HE/FE environment	D	A/I
Experience of research grant application processes	D	A/I
Experience of supporting research involving humans/animals	D	A/I
Experience of REF environment	D	A/I
Experience of dealing with a wide variety of challenging tasks, often under pressure	D	A/I
Experience of Report preparation	E	A/I
Experience of working with complex budgets	E	A/I
Experience of presenting data	E	A/I
Skills and Knowledge:		
Excellent working knowledge of Microsoft Office in particular Word, Excel, Powerpoint and electronic diary	E	A/I
Knowledge of HE procedures and systems	D	A/I
Knowledge of Research Governance legislation and ethical approval requirements	D	A/I
Knowledge of the research landscape pre- and post-award	D	A/I
Understanding of the importance of research in higher education	E	A/I
Understanding of the importance and nature of impact in the research sector	D	A/I
High level written and verbal communication skills in order to ensure effective liaison with individuals at all levels, both inside and outside the organisation	E	A/I
Competencies and Personal Attributes:		
Enthusiasm, diligence and an ability to work through problems	E	I
Excellent interpersonal skills	E	I
Organised, flexible and efficient with a positive and proactive approach to work	E	I
Resilient, able to cope under pressure and in difficult situations	E	I
Professionalism, tact and diplomacy	E	I
Ability to work on own initiative whilst contributing as a member of a team	E	I
Business Requirements		

Willingness to work unsocial hours on occasion to accommodate very occasional evening and weekend working	**E**	**I**
Ability to travel between sites	**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	CW	**HRBP**	SP