

**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Research support Coordinator				
<b>DEPARTMENT</b>	Research and Enterprise				
<b>LOCATION</b>	Lincoln Campuses				
<b>JOB NUMBER</b>	EL1132	<b>GRADE</b>	6	<b>DATE</b>	March 2025
<b>REPORTS TO</b>	Research Development & Operations 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. 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 Research Development Officers, this position is an integral part of the Research and Enterprise, providing the first point of contact for the 2 Colleges College of Health and Science and College of Arts, Social Sciences and Humanities. 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 support staff in the Colleges, Centres and Institutes is required to develop effective networks and a flexible support service that responds to the fluctuating nature of funding calls. The position will interact 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.



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### **JOB PURPOSE**

To identify and promote targeted research funding opportunities to identified academics, driving successful income generation across the research and impact agenda.

To provide pro-active support, assisting academic colleagues in the development of funding applications and support in maximising the value of any contract post-award. This will involve working closely with and drawing upon the expertise of the relevant Research Development Officers, Research and Industrial Development Managers, the Research Development & Operations Manager and Strategic Research Development Lead.

This role will also have direct oversight of the submission process for funding applications; particularly checking and managing electronic grant submission systems (e.g. Je-S, eGAP); accurate costings of projects; required university approvals ahead of submission and ensuring timely submission of research proposals.

This role will provide direct line management and support to 4 Research Support Officers and will work with the Strategic Research Development Lead (line manager) to ensure support is joined up between Research Development Officers and Research Support Officers.

### **KEY RESPONSIBILITIES**

#### **Research Development**

To support the Research Support Officers in providing targeted and pro-active support to academics across the Colleges, Centres, and Institutes, directly supporting the preparation of research and related funding applications. This will include funder and partner liaison, downloading and disseminating relevant documents & submission requirements, and providing support in the interpretation of these documents.

Provide support to the Research Support Officers, Research Development Officers, Research, and Industrial Development Managers for the development of interdisciplinary and/or complex University-wide bids and initiatives.

To support Research Support Officers, Research Development Officers, Research, and Industrial Development Managers in co-ordinating and providing guidance on internal peer review processes.

### **Research Grant Submission**

Support the Research Development Officers in ensuring compliance of funding proposals in line with funder guidelines, including assessment of proposals against complex criteria and advising on best fit of ideas and structure, offering key advice where funding body knowledge is required.

Liaison with the Research Information and Systems Manager on development and implementation of processes and procedures for the Awards Management System (AMS)

Support Research Support Officers with providing guidance, support, and training to academic colleagues on AMS.

To manage and have oversight, including but not limited to: accurate costings of budgets on the AMS, Joint Electronic Submission (JeS) system and Funding Service(FS); co-ordinating and managing approvals for internal peer review and AMS at all levels; managing electronic grant submission systems (e.g. Je-S, Egap, FS) and the research and JeS mailboxes; providing advice and assistance where relevant and redirecting enquiries appropriately (including tracking referrals to ensure a high level of service delivery).

### **Funding Opportunities**

To support the Research Support Officers in identifying, collating, and distributing targeted information both electronically and through face-to-face meetings, with regard to new funding opportunities to relevant academic colleagues across the University.

Pro-actively facilitate the setting up of Research Professional profiles, in line with individual academic, School, College and Centre/Institute requirements.

Provide expert knowledge, advice and guidance to academic colleagues on research funding applications, application procedures and submission deadlines.

To support the Research Development Officers in keeping up to date with developments in UKRI, Charities, the EU, and other funding bodies with regard to changes in regulations, eligible costs, applications and any introduction of demand management measures.

### **Marketing and Profile Raising**

To support the marketing and promotion of Research and Enterprise both within and outside the University, including presenting at Away Days and other events.

To provide oversight for the Research and Jes Mailbox, ensuring that information is accurate and targeted to the appropriate individual.

### **Compliance and Reporting**

Take responsibility for the submission compliance of research outputs including, but not limited to ResearchFish -Figshare, working with College Support teams.



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To support the Research Support Officers in providing a pipeline of bids in development and bids submitted, as required.

### **Training and Development**

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

Maintain an understanding of the HE funding environment and ensure colleagues are provided with up to date training and support in this regard. This will require proactive engagement with internal and external colleagues (e.g. ARMA, Research Professional) and undertaking relevant training opportunities to ensure knowledge is up to date.

**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 Strategic Research Development Lead, Colleges, and the wider Research & Enterprise department in the delivery of key strategic outcomes. The role will also line manage the Research Support Officers.

Research and Enterprise have a mobile working model, where staff will have the flexibility to work more broadly across the University campus. This helps raise the profile and the level of engagement of the service with staff outside the department. An essential part of this role will be ensuring good communication streams across the Research Support Officers, Business Development Managers and Strategic Research Development Lead, and co-ordinating regular catch ups and operational meetings between these groups.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"> <li>• Research Support Officers (Line Reports)</li> <li>• Strategic Research Development Lead (Line Manager)</li> <li>• Research Information &amp; Systems Manager</li> <li>• Strategic Research Excellence lead</li> <li>• Head of Enterprise &amp; Innovation and Assistant Director</li> <li>• Head of Research Impact and Culture</li> <li>• College Based support staff</li> <li>• College Directors of Research</li> <li>• Academics within the Colleges, Centres and Institutes</li> <li>• College PVCs</li> <li>• Business Incubation &amp; Growth Team</li> </ul>	<ul style="list-style-type: none"> <li>• External Funders</li> <li>• Association of Research Managers and Administrators (ARMA)</li> <li>• UK Research Office (UKRO)</li> <li>• Research Professional</li> <li>• Appropriate associations (e.g. Praxis Auril etc)</li> <li>• Industry</li> <li>• Other Universities</li> </ul>



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PERSON SPECIFICATION**

<b>JOB TITLE</b>	Senior College Research Officer	<b>JOB NUMBER</b>	EL1132
<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>	
<b>Qualifications:</b>			
A-Levels or equivalent	<b>E</b>	<b>A</b>	
Degree or equivalent	<b>D</b>	<b>A</b>	
<b>Experience:</b>			
Experience of working in a Higher Education or similar environment.	<b>E</b>	<b>A/I</b>	
Experience of providing a high level of administrative support	<b>E</b>	<b>A/I</b>	
Experience of research grant application processes	<b>E</b>	<b>A/I</b>	
Experience of organising events or similar	<b>E</b>	<b>A</b>	
Experience of working with diverse client groups	<b>D</b>	<b>A/I</b>	
Experience of summarising complex information from research funding calls and/or policies to varied audiences	<b>E</b>	<b>A/I</b>	
<b>Skills and Knowledge:</b>			
Excellent organisational skills	<b>E</b>	<b>A/I</b>	
Excellent IT skills	<b>E</b>	<b>A</b>	
Excellent oral and written skills, as the role requires effective and clear communication	<b>E</b>	<b>A/I</b>	
Proven analytical and problem solving skills	<b>E</b>	<b>A/I</b>	
Knowledge of research costing/pricing, including FEC (Full Economic Costing)	<b>E</b>	<b>A/I</b>	
Knowledge of external funding sponsors for research, such as UK Research Councils, Innovate UK, the European Union and other funding bodies	<b>E</b>	<b>A/I</b>	
<b>Competencies and Personal Attributes:</b>			
Ability to prioritise own workload, work under pressure and to tight deadlines	<b>E</b>	<b>A/I/R</b>	
Excellent interpersonal skills	<b>E</b>	<b>I/R</b>	
Highly organised with excellent attention to detail	<b>E</b>	<b>A/I/R</b>	
Flexible approach to work, including the ability to work independently using own initiative and to work effectively as part of a team.	<b>E</b>	<b>A/I/R</b>	

**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.

<b>Author</b>	SM/PE	<b>PBP</b>	GPH
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