


# Job description

**Date last reviewed**: June 2013

**Faculty/Directorate:**

**Department**:

**Title of post**: Research Grants Officer

**Grade of post**: 7

**Post number**: 18176

**FT or % P/T**: Full-time

**Permanent/Temporary**: Permanent

**Principal location of work**: Harcourt Hill and Headington campus

**Immediate line manager**: Research Manager

**Staff managed**: None

**Qualifications required for post**: A levels or significant relevant experience.

**Experience required for post**: Significant administrative and financial experience in a research organisation and / or Higher Education

**Overall purpose of post**: To support the Associate Dean, Research & Knowledge Exchange and Research Manager in the implementation and promotion of the Faculty’s research and Knowledge Exchange strategies. To advise and guide staff applying for external grants and provide post award support for the duration of the award with a focus on the pre and post award financial management of grants.

**Main duties:**

* Liaise closely with faculty finance and RBDO helping and advising PrincipalInvestigators on all aspects of external grant submission, from alertingresearchers of funding opportunities to timely submission of grant, accuratefinancial costings using pFact, ensuring quality of the submission, adherence tointernal and external guidelines and deadlines and finally advising seniormanagement on approval of the proposal.
* Support the Research Manager in the management of the Faculty’s externalgrant application process.
* Support the Chair of the Grants Panel and individual staff in identifying fundingopportunities and advise on the planning and writing of funding applications; tomonitor the outcomes, in collaboration with the Associate Dean (Research &Knowledge Exchange) and Chair of the Grants Panel.
* Develop and maintain appropriate databases and provide Faculty managementwith appropriate information and analysis.
* Liaise with the University's central research support services and with externalorganisations, including HEFCE, research councils and charities to identify newfunding streams and research opportunities. To ensure reporting requirements toall internal and external funding bodies are fully complied with.

* Deputise for the Research Manager when required in their capacity as a memberof the Faculty Research & Knowledge Exchange Committee and the FacultyGrants Panel. Act as secretary to the panels
* Provide administrative support to relevant staff for contract bid writing, tenderingand the monitoring of consultancy outputs
* Support the organisation of, and publicity for faculty research events, liaisingclosely with faculty marketing, research staff from other faculties and externalorganisations as appropriate in conjunction with the Research Manager.
* Undertake income-generating and outreach activities, to meet the Faculty’sobjectives in the areas of research, consultancy and gift-giving.
* Ensure that the research Information pages on the web are kept up to date andthat research outputs are transferred onto RADAR as appropriate
* Maintain and develop relationships with the University Central research function,HEFCE, Research Councils and all other funding bodies so as to keep up to datewith professional knowledge and best be able to advise staff and promote theFaculty’s objective of improving the quality and quantity of submissions and thesuccess rate
* Maintain detailed and systematic records of all aspects of Research activityincluding internal and external grants for multiple purposes including Annualreview, Deans Report to the University and Research Excellence Framework
* Undertake any other duties commensurate with the grade and level ofresponsibility of this post for which the post holder has the necessary experienceand or training.

**Ref: \*\*\*/18176/BC Closing date:**