Post Details	
Faculty/Administrative/Service Department:	Research, Innovation and Impact (RII)
Job Title:	Research Development Manager
Job Family & Job Level	Professional Services	Level 5
Responsible to:	Faculty Research and Innovation Manager
Responsible for:	Research Development Officer(s) and Senior Costing Officer

Job Purpose Statement

The post holder will work as part of an established Faculty Research and Innovation Office, playing a pivotal role in growing the University's research income from key sponsors in line with University and Faculty Research and Innovation strategies. Working closely with the University's academic community, across a portfolio of Schools, you will provide senior level advice, guidance and support relating to grant and contract applications for research-related funding, proactively identifying and securing research funding opportunities and managing large, complex grant submission.

You will take ownership of the key stages of the application lifecycle, proactively providing guidance and oversight for the duration of the award, as well as contributing to the dissemination of key information on research-support projects, knowledge sharing and application enhancement activities. Working closely with Faculty academic colleagues, the Associate Dean for Research and Innovation (ADRI), and other colleagues in Research, Innovation and Impact, you will contribute to developing strategy and systems for improving bid quality and success. You will lead a team in providing support, advice and guidance, in both the pre and post award phases, to academic applicants on eligibility and specific sponsor guidelines, guidance and support with proposal preparation.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Lead on horizon scanning, promoting and targeting funding opportunities, collaborating with Research Development Officers, ADRIs, Directors of Research. Where applicable, planning and organising complex bids alongside academic staff, offering professional guidance in developing their funding portfolios.

2. Working closely with academic staff in the preparation of externally funded high value, complex or strategic research applications, reviewing bids and drafting non-technical and institutional strategic position content where appropriate, advising on the application procedures, funders' submission systems and terms and conditions and ensuring bids meet eligibility and evaluation criteria of the funder.

3. Proactively guide the application process, coordinating with RII Teams and Professional Services, (e.g., Finance, Advancements, Procurement, Estates, and IT)) to provide expert advice and recommendations to academics and research groups, aiming to increase the success of proposals, ensuring high quality submission by deadline, efficient transition of awarded projects, ensuring that effective monitoring is in place. Taking a customer service and ownership approach to supporting researchers throughout the project lifecycle.

4. Review and facilitate the application through the University's approval/exceptions process as appropriate to ensure costs and prices adhere to University policies or waivers, and the application responds to the sponsor guidelines and terms and conditions. Maintain a good understanding of the University's policies and procedures as they relate to research. Ensure key obligations are communicated to the applicants.

5. Developing and maintaining knowledge for an agreed subset of major funder/customer relationships, aligned to the faculty. This may include liaison with Strategic Development Managers - keep up to date with funder policy and research priorities / fore sighting information. Contributing ideas and content for the promotion of the University's capabilities, expertise, and

activities to relevant funders. Establish relationships with a range of faculty-relevant funding agencies.

6. Working with the Faculty Research and Innovation Manager and key faculty stakeholders, contribute to the development, implementation and evaluation of the faculty's research and innovation related strategic and operational plans and priorities. Lead on faculty specific peer review processes, mock panel interviews and research development procedures.

7. Lead a Research Development team in acting as first port of call for general research, innovation and impact queries providing specialist professional advice to research active staff, on the development and submission of research applications, including funder compliance requirements and eligibility criteria assessment. To include the provision of specialist advice, support, prepare and provide feedback on grant applications, including using FEC methodology to advise on the calculation of eligible project costs.

8. Provide project management support for collaborative bids (including those led by a third party collaborator), identifying, liaising and maintaining relationships with key internal and external stakeholders.

9. Plan, deliver or contribute to research funding or research-related events, training, including workshops, sandpits, network sessions and events. Facilitate workshops and meetings to explore opportunities and lead on delivery of actions in close liaison with ADRI, FRIM, Strategic Research Development Managers and Project Leads.

10. Oversee a high-quality award set-up, ensuring transition of awarded grants to post-award, liaising as required with other RII colleagues and continuing to monitor progress through the lifetime of the award/grant as appropriate.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.

- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.

- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.

- Undertake such other duties within the scope of the post as may be requested by your Manager.

- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.

- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- The post-holder will work within established departmental processes and procedures with limited day-to-day supervision to prioritize and synchronise the organisation and delivery of work activities.
- The post-holder is expected to apply judgement and initiative when managing their workload and any medium-term priorities to ensure that the sometimes-conflicting demands of the application process and contract negotiation are met on time.

- The post-holder has the freedom to take a pro-active approach to achieve the desired results, provided actions are consistent with policy and any guidance provided by the Costing Assurance Manager.
- The post-holder will be expected to have good organisational skills and to work flexibly in order to meet the varying demands of funders calls and project work

Problem Solving and Decision Making

- The post-holder is expected to frequently provide advice and solutions to routine day-to-day problems and issues in their specialist area, such as advising University academics on the implications of the different funding schemes, using existing policies and guidelines as well as through inquiry to funding agencies, partnering organizations or internal experts.
- The post holder will use their experience to provide support in the development of financial and non-financial elements of research applications, including reviewing and advising on impact statements and justification of resources statements.

Continuous Improvement

- The post-holder is expected to suggest improvements to current working methods or systems and to advise their line manager where there are specific issues which need to be addressed.
- The post-holder is expected to take a pro-active approach to identifying ways to address reoccurring problems and to implement solutions under the guidance of their line manager.

Accountability

- The post-holder is responsible for supporting and managing the University's research applications through to submission ensuring adherence to funder call specifications, terms & conditions, and deadlines.
- The post holder will play a significant role in the grant and contract bidding process, through the provision of funding advice and accurate cost and pricing information, as well as ensuring that proposals progress through the University's research bid approval process.

Dimensions of the role

- Line Management of Research Development Officer and Senior Costing Officer depending on faculty needs.
- Key relationships are outlined in the 'Relationship' section A service role, primarily with researchers, is critical to ensure strategic target attainment.
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Supplementary Information

The RII teams are responsible for the provision of a comprehensive research support service to our academic staff. Research income is acknowledged as a key measure of research success, and the University is committed to increasing significantly the value of new research grants and contracts over the next few years.

The Research Development Manager will have significant contact with our academic staff, Research, Innovation and Impact staff and other Pro Vice Chancellor Research and Innovation (PVC RI) teams. The role holder will also have contact with partner universities and funding bodies.

Whilst the post-holder will initially be allocated one specialist team or responsibility, there should be a willingness to be flexible around these duties as needs arise across the wider RII team.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

| Qualifications and Professional Memberships	Essential/ Desirable
Professionally qualified with a relevant degree/postgraduate qualification, plus broad demonstrable management experience in similar or related roles, Or: Substantial vocational and relevant management experience demonstrating management ability in an appropriate professional or specialist area, and	E

success in similar or related roles, supported by evidence of significant appropriate specialist knowledge.	
Postgraduate qualification or high level of experience with research in relevant subject	D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	**Essential / Desirable**	**Level 1-3**
Knowledge of research funding in the Higher Education sector	E	3
Several years' experience in a relevant role requiring numeracy skills	E	3
Experience of costing medium to large projects (e.g. annual spend in excess of £500k)	E	3
Experience of working to tight deadlines and balancing workloads	E	3
Experience of working with Microsoft Office	E	2
Experience of the Higher Education Sector	E	2
Experience of bid writing and grant application process	E	2

Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.	**Level 1-3**
Communication	3
Adaptability / Flexibility	2
Customer/Client service and support	3
Planning and Organising	2
Team Work	2
Continuous Improvement	3
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	N/A
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	2

This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

The RII division supports the research and innovation activity across the University. Support teams are based in faculties and as part of an RII Office. The focus of the RII division is on excellence, assurance and operations. Teams support the lifecycle of research and innovation, supporting funder visits, finding opportunities, bidding and award through to demonstrating outcomes and impact (working closely with colleagues across other professional services, including Strategic Planning, Research Finance, Library and Learning Support Service and the Surrey Innovation District).
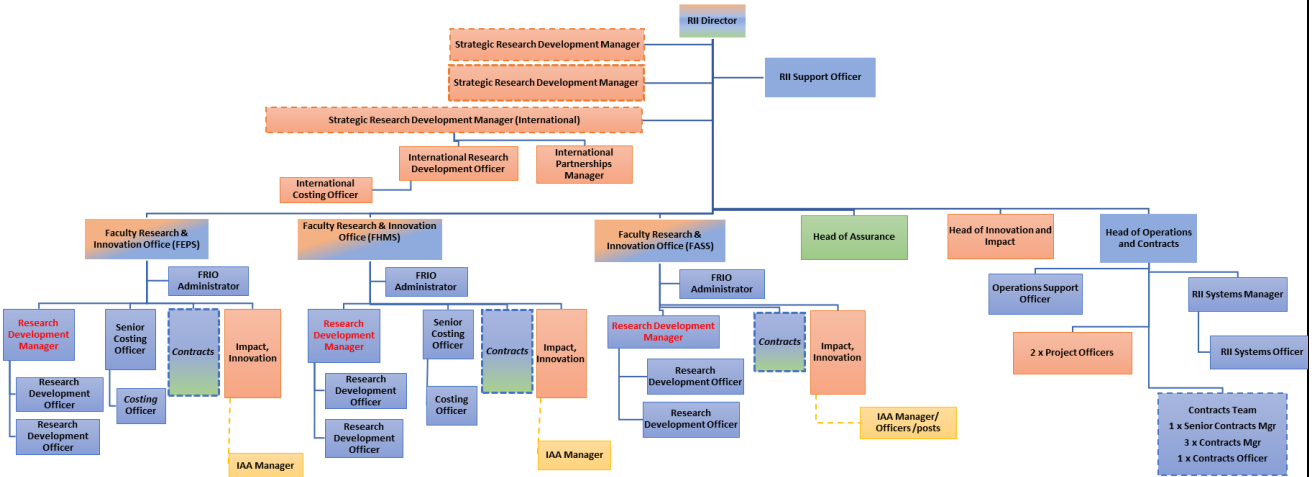
Relationships

Internal

- Academic staff (ADRIs, PIs and Faculty Management) in the coordination and guidance of costing, eligibility, application and submission and the financial impact of proposals.
- Faculty Management, Heads of Schools, ADRIs to support opportunity and strategy research, bid development.
- Research, Innovation & Impact (RII) and Finance Post-Award for information exchange to ensure effective transition, including contractual arrangements around new awards.

External

- Sector colleagues (partner Universities in connection with shared bid applications)
- Research funders (Research Councils, EU, Charities, Industrial) to clarify bid eligibility factors and application requirements