

Post Details		Last Updated: February 2025	
Faculty/Administrative/Service Department:	Research, Innovation and Impact (RII)		
Job Title:	International Research Development Officer		
Job Family & Job Level	Professional Services	4	
Responsible to:	Strategic Research Development Manager (International)		
Responsible for:	International Costings Officer		
<b><u>Job Purpose Statement</u></b>			
<p>The post holder will provide a proactive and comprehensive service to the University’s academic and research community on matters relating to research grant applications, with particular focus on international funders, including EU. The post holder will support researchers to secure external research grants and contracts, contributing to the quality and success of the University’s research strategic goals. Providing specialist support throughout the application lifecycle and, where applicable, proactively provide guidance and oversight for the duration of the award incl. project amendments or transfers.</p> <p>Working closely with the Strategic Research Development Manager (International) and colleagues from across the research, innovation and impact division, the International Research Development Officer is a key contact point for researchers applying to external funders, providing specialist advice on research funder terms and conditions, undertaking costing/pricing, submission to funders and liaising with all relevant teams to ensure due diligence, negotiation of agreements and project set-up are undertaken.</p>			
<b><u>Key Responsibilities</u></b> This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities			
<div><div>1.</div><div>Act as key contact for international research 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.</div></div> <div><div>2.</div><div>Proactively assist academics and researchers, across all Faculties, with application submissions through funder systems such as EU Participant Portal, Grants.gov etc. as required, and advise broadly on the implications of different funders and funding schemes. On multi-institutional bids - liaise with other institutions’ administrative teams as required to ensure timely submission.</div></div> <div><div>3.</div><div>Remain up to date on internal costing processes, with an ability to advise academics on costing, approvals. Maintain an awareness of the external funding landscape – liaising with Senior Costing Officers, Research Development Officers and the Assurance Team.</div></div> <div><div>4.</div><div>Support and collaborate with the Faculty Research Innovation Offices (FRIOs), Heads of Schools and ADRIs, to facilitate participation and success of applications to international funders. Perform and advise on the calculation of project costs within the sponsor eligibility guidelines.</div></div> <div><div>5.</div><div>Working closely with academic staff in the preparation of externally funded research applications, focusing on the financial and eligibility aspects of the grant submission process, including budget preparation, faculty approval via Worktribe, upload of all necessary forms to the funders’ submission portal(s) ensuring timely submission prior to deadline. As this role involves applications to external funders, the post holder should be familiar working on foreign currencies and exchange rates.</div></div> <div><div>6.</div><div>Proactively guide the application process, coordinating with RII Teams and Professional Services, (e.g., Finance, Advancement, Procurement, Contract/Legal, Estates, and IT)) to provide timely information and advice on grant applications and transition of awarded projects thus ensuring that effective monitoring is in place. Taking a customer service and ownership approach to supporting researchers throughout the project lifecycle.</div></div> <div><div>7.</div><div>Review and facilitate the application through the University’s approval/exceptions process as appropriate to ensure costs and prices adhere to University’s policies or waivers, whilst responding to the sponsor guidelines, 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.</div></div> <div><div>8.</div><div>Collaborate for the planning and delivery of research funding events, including training, workshops, sandpits and network sessions.</div></div>			

**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 sync the organisation and delivery of work activities.
- The post-holder is expected to apply judgement and initiative when managing his/her workload and any medium-term priorities to ensure that any 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 Research Development Managers.
- 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 play a central role in the grant bidding process and provide advice and solutions to routine day-to-day problems and issues, 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 be expected to maintain an up-to-date knowledge of international research funding, sponsor guidelines, eligibility rules and terms & conditions to ensure accurate professional advice is confidently given at all times.
- 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 his/her 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 his or her 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 in collaboration with Costing colleagues where appropriate, as well as ensuring that proposals progress through the University's research bid approval process.
- Visibility and ownership of the research support delivered within this role is key to its success therefore a proactive customer service driven approach to delivery and supporting our researchers.

#### **Dimensions of the role**

- Direct line management responsibilities to the International Costings Officer
- Works closely with and across teams, including RII & FRIO teams.
- A service role, primarily with researchers, is critical to ensure strategic target attainment.

### **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 International Research Development Officer will have significant contact with our academic staff, Research, Innovation and Impact staff and other Vice Provost Research and Innovation (VPRI) 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.

<b>Qualifications and Professional Memberships</b>		<b>Essential / Desirable</b>
Degree, HND or NVQ 4 qualified in a relevant subject, plus several years relevant experience, OR Significant vocational experience, demonstrating development through the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding/relevant work/roles, and the acquisition of appropriate professional or specialist knowledge.		E
Postgraduate qualification or high level of experience with research in relevant subject		D
<b>Technical Competencies (Experience and Knowledge)</b> 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).	<b>Essential/ Desirable</b>	<b>Level 1-3</b>
Knowledge of research funding ecosystem, key funders and understanding the research development lifecycle in the Higher Education sector, especially international incl. EU	E	3
Several years' experience in a relevant role requiring numeracy skills	E	2
Ability to write clearly for a variety of audience and to analyse materials and interpret guidelines	E	2
Experience of working to tight deadlines and balancing workloads	E	3
Experience of working with Microsoft Office (Knowledge of Worktribe, desirable)	E	3
Experience of providing research support, including grant application processes, grant preparation, and budgeting in foreign currency	E	2
<b>Core Competencies</b> This section contains the level of competency required to carry out this role		<b>Level 1-3</b>
Communication		3
Adaptability / Flexibility		3
Customer/Client service and support		3
Planning and Organising		3
Team Work		3
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		N/A
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		1

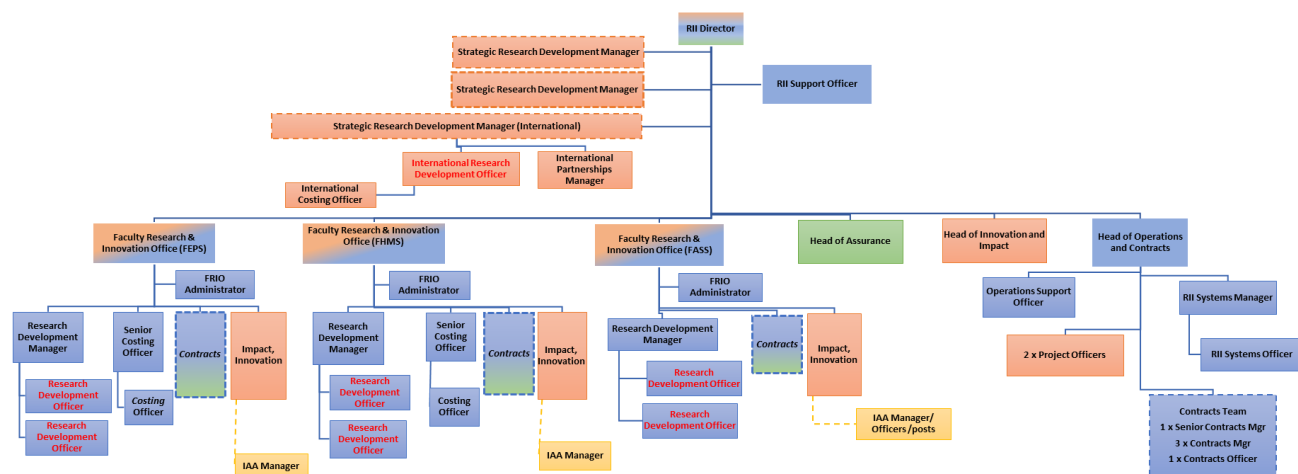
This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise 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 (ADR's, PI's and Faculty Management FRIO offices) in the coordination and guidance of costing, eligibility, application and submission and the financial impact of proposals.
- 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 (EU, NIH and other int'l funders, Foundations, Research Councils, Charities, Industrial) to clarify bid eligibility factors and application requirements