

Post Details		Last Updated: 25 August 2021	
Faculty/Administrative/Service Department:	Research and Innovation Services (RIS)		
Job Title:	Research Applications Officer		
Job Family & Job Level	Professional Services	3	
Responsible to:	Research Applications Manager		
Responsible for:	N/A		
<p><u>Job Purpose Statement</u></p> <p>The post-holder will provide a comprehensive service to the University's academic and administrative community on issues relating to grant and contract applications for research and innovation (R&I)-related funding opportunities. The post-holder will provide advice and guidance to academic applicants about costs for proposals. They will ensure that all applications for funding are appropriately costed within the sponsor's and University's guidelines.</p>			
<p><u>Key Responsibilities</u> 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)</p>			
<ol style="list-style-type: none"> 1. Manage research applications to the University's external sponsors, supporting academics through the internal bid and approval processes through to submission of the sponsor's grant forms, including coordinating with R&I teams as well as providing timely response to enquiries in relation to pre-awarded grants. 2. Perform and advise on the calculation of project costs using fEC methodology, considering personnel, estates and indirect costs within the sponsor eligibility guidelines. 3. Coordinate, complete, and record due diligence activities to mitigate risks and achieve high standard of compliance with legislation and funder requirements. 4. Assist academics with the completion of internal request forms, the sponsor's grant application forms, and with the online submission systems. 5. Ensure that all financial aspects and supporting statements as part of the application are reviewed for accuracy and are sufficiently robust to support a successful bid. 6. Ensure accurate completion of the University's internal costing documents and maintain accurate records through the relevant internal databases at each stage and prior to transition to R&I Finance Post-Awards and RIS Legal Contracts. 7. Ensure that all terms of the award, when granted, are in accordance with the original application. Any significant change in the award must be communicated to relevant offices prior to acceptance. 8. Attend both internal and external meetings relating to funding, as required. <p>N.B. The above list is not exhaustive.</p>			
<p>All staff are expected to:</p> <ul style="list-style-type: none"> • 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. <p>Help maintain a safe working environment by:</p> <ul style="list-style-type: none"> • Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand. <p>Following local codes of safe working practices and the University of Surrey Health and Safety Policy.</p>			
<p><u>Elements of the Role</u></p> <p>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.</p>			

Planning and Organising

- Working within established procedures and processes but with guidance from more senior colleagues, the Research Applications Officer will be expected to have experience or knowledge of the research funding environment and be able to advise our academic and administration staff on the implications of the different funding schemes.
- The post-holder will be expected to maintain an up-to-date knowledge of research funding, sponsor guidelines, eligibility rules and terms & conditions to ensure accurate professional advice is confidently given at all times.

Problem Solving and Decision Making

- The post-holder will play a significant role in the grant bidding process, supporting the academic through the University's application and approval process, providing funding advice, accurate costing information, through to the submission of application forms and grant preparation forms.
- The post-holder will be expected to support and advise the academic through contract negotiation stages seeking approval from the faculty administration for any proposed revision to the budget.
- Resolution of any issues will usually be found through making reference to University policies, eligibility rules, research funding and sponsor guidelines, departmental policies and procedures and by drawing on the experience and advice of Research Applications Services (RAS) colleagues and those in the RIS legal team, as necessary.

Continuous Improvement

- The post-holder will be required to use some initiative and judgement in resolving day to day problems, referring more complex issues to their line manager.
- The post-holder will be expected to identify opportunities to improve RAS practices and to address reoccurring problem and communicate solutions to his or her line manager for implementation.

Accountability

- While responsible to line manager, the post holder will be accountable for organising their own workload ensuring that the sometimes conflicting demands of the application process and contract negotiation are met on time.
- The post holder will be expected to have a high level of numeracy, accuracy and attention to detail, and be able to manage complex funding arrangements.

Dimensions of the role

- No direct line management responsibilities.
- Works closely with the Research Pre-Award team, including a Senior Research Applications Officer, the Consultancy Program Officer and Research and Innovation Support Officers, as well as Post-Award teams including Finance Accountants and Contract Managers.
- A service role, primarily with researchers, is critical to ensure strategic target attainment.
- The Research Pre-Award team currently handles over 900 research applications per year liaising with approximately 400 academic colleagues and partners.

Supplementary Information

The RIS 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 Applications Officer will have significant contact with our academic staff and Research Innovation Services (RIS) team. The role holder will also have significant contact with partner universities and funding bodies.

Research Pre-Award delivers services to the whole of the university, and therefore it is important to ensure that the University research needs are met, whilst also considering the career development of its staff. 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.

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

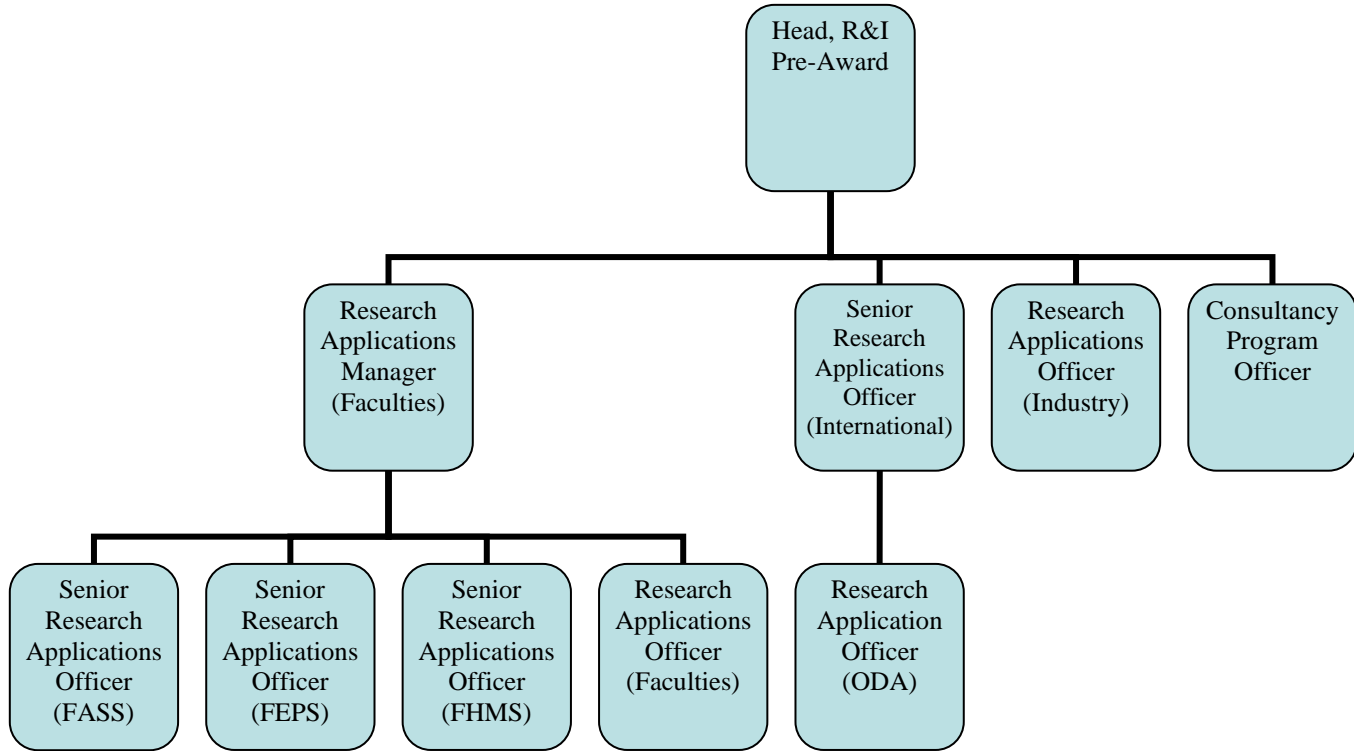
Degree, HND or NVQ 4 qualified in a relevant subject, plus relevant experience,
OR

E

Broad vocational experience, acquired through a combination of job-related vocational training and considerable on the job experience, demonstrating development through involvement in a series of

progressively more demanding relevant work/roles.		
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
Significant experience in a relevant role requiring numeracy skills	E	2
Knowledge of research funding in the Higher Education Sector	E	2
Experience of costing medium to large projects (e.g. annual spend in excess of £500k)	E	2
Experience of working to tight deadlines and balancing workloads	D	2
Experience of working with Microsoft Office	D	2
Experience of the Higher Education Sector	D	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
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		N/A
Creative and Analytical Thinking		2
Teamwork		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		N/A
<p>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.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<p><u>Background Information</u></p> <p>Research & Innovation Services (RIS) comprises of c48 staff, and is made up of Project and Programme Management, Research Integrity & Governance; R&I Support Office, RIS Legal Contracts and R&I Pre-Award. RIS provides a key central role in providing a 'one-stop-shop' of research support services both to the academic community, Innovation and Research Strategy Directorates and to the Pro-Vice-Chancellor, Research & Innovation.</p> <p>RIS are responsible for providing services to develop and manage the University's research and consultancy activity, ensuring compliance with legislation, external regulation as well as all research policies and good research governance and to provide programme and project management support to the Pro-Vice-Chancellor. RIS activities are closely aligned to the University's Research and Innovation Strategies.</p>		

Team Structure Chart



Relationships

Internal

- Academic staff (ADR's, PI's and Faculty Management) in the coordination and guidance of costing, eligibility, application and submission and the financial impact of proposals.
- Research & Innovation Services and Finance Post-Award for information exchange to ensure effective transition, including contractual arrangements around new awards. This extends to identifying instances where enhanced levels of governance and regulatory approval is required.

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