

JOB DESCRIPTION		
Job Title: Research and Innovation Funding Officer		Accountable to: Senior Research Funding Officer, RMA
Contract Length: Permanent	Hours per week/FTE: 1.0FTE	Weeks per year: 52
Salary: £36,532 - £44,865 per annum		Grade: 4
College/Service: Research Management and Administration (RMA)		Location: Granary Building, King's Cross
Purpose of Role: Research Management and Administration is the central university department supporting research activity across the university. The role will be based in RMAs Research and Innovation UK Funding team, supporting researchers across the university with applications to UK research grant and knowledge exchange funding sources including UKRI, charitable funding bodies. The role will provide pre-award and award support including identifying appropriate sources of funding, costing proposals and coordinating award set up processes. The role will also provide ongoing support for compliance with funder terms and conditions including external reporting requirements.		
Duties and Responsibilities <ul style="list-style-type: none">• To identify and circulate details of external research and KE funding calls to colleagues across UAL• To support the development of funding bids to external research and KE funders (inc. UKRI funders, British Academy, Leverhulme, Wellcome), by providing guidance and support to academics with regards UAL and key funder guidelines, pre-award processes and timelines• To support the preparation of research grant application budgets using UAL's costing tool - ABW Costing and Pricing;• To assist with the input of financial information into external funders online application systems and to maintain internal• To review and advise on drafts of (non-scientific) elements of the proposal as appropriate such as justification of resources;• To organise the internal peer review of research bids and to supply applicants with timely feedback.• To update UAL internal databases with application and awards data for internal reporting purposes• To facilitate key aspects of project set up in consultation with teams across UAL, including liaising with the legal team , liaising with PI and Colleges/Institutes to ensure appropriate engagement of grant funded staff; ensuring finance colleagues have necessary budget information to set projects up on internal systems• To assist PIs and other related parties to administer their funds and manage their grants effectively in accordance with individual funder Terms and Conditions through regular review meetings during the life of a grant.• To co-ordinate research project staff time-sheet submissions for UKRI grant (where appropriate)• To deliver presentations to UAL staff on key funding opportunities and elements of funding application/award processes to UAL staff• To work with all other areas of RMA providing highest level of service and standards.• To be skilled in the use of Word, Excel, SharePoint and other application software (including grant management systems) to organise data, prepare high quality reports, data and correspondence on behalf of the RMA Office.• To liaise with the College Research Offices and Assistant Deans of Research regarding research funding and to brief them appropriately.		
General <ul style="list-style-type: none">• To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.• To undertake health and safety duties and responsibilities appropriate to the role.• To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality, diversity and inclusion in your work.• To personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016-2022).• To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.• To make full use of all information and communication technologies in adherence to data protection policies to		

<p>meet the requirements of the role and to promote organisational effectiveness.</p> <ul style="list-style-type: none"> To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
<p><u>Key Working Relationships:</u></p> <p>RMA Funding and Finance teams, RMA Managers, Associate Deans of Research (All Colleges); Research-active staff; Institute Research leads; Research Centre Directors; College/Institute Research Office staff <u>Key staff in other UAL professional services teams (eg Finance, Legal, finance)</u></p>
<p><u>Specific Management Responsibilities</u></p> <p>Budgets: All budgets related to external funding applications</p> <p>Staff: None</p> <p>Other (e.g. accommodation; equipment): None</p>

Signed Clare Shelton

Date of last review: 12/01/2023

(Recruiting Manager)

Job Title: Research and Innovation Funding Officer Grade: 4

Person Specification

Specialist Knowledge/ Qualifications	Understanding of the research and knowledge exchange funding landscape (especially that in
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	the UK), research project budgeting and Full Economic Costing.
Relevant Experience	Research funding applications, including identification of external income sources and support for bid development. Knowledge Exchange funding applications (desirable)
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance
Research, Teaching and Learning	Uses effective teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with key stakeholders
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems