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**Support and Professional Service**

**Research and Innovation Services**

**Research Development Officer**

**ZZ004239**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

**Permanent**

**Full-time**

Salary is in the range £34,520 - £37,706 per annumper annum and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 37per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

<http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Please note if you are the successful candidate once the verbal offer of employment has been made and accepted, references will be immediately requested. It is the University’s policy that all employment covering the past three years is referenced. A minimum of two references is required to cover this three year period of employment or study (where there has been no employment). One of your referees mustbeyour current or most recent employer.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Research Development Officer |
| **Grade:** | Grade 7 |
| **Faculty/Centre:** | Centre |
| **Department/Service:**  **Location:** | Research and Innovation Services |
| **Position Reference No:** | ZZ004239 |
| **Cost Centre:** |  |
| **Responsible to:** | Research Development Manager |
| **Responsible for:** | n/a |
| **Effective date of job description:** | Aug 2017 |

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| **Context of Job:** |
| The University of Portsmouth has an extensive track-record and strong culture of undertaking world-class research, and applying this through engagement with external partners to identify and address local-to-global challenges. Building on this well-established foundation, the University is making a major investment in its capability through establishing five new cross-disciplinary research and innovation themes:   * Democratic Citizenship * Future and Emerging Technologies * Health and Wellbeing * Sustainability And Environment * Security and Risk   The underpinning rational recognises that real-world problems are not solved, and opportunities not realised, through applying a single academic discipline - rather from bringing together multiple areas of academic expertise and the insight of our external partners to deliver viable and high-impact responses. These Themes will operate across and with all of the University's faculties, with each led by a newly appointed senior professorial Theme Director.  In addition to existing University support, the Themes will be driven by a new central team of five Research Development Officers. Each officer will have a focus on a specific theme, but will work with the Research Development Manager and across all themes as needed to deliver the strategic aims and objectives. |

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| **Purpose of Job:** |
| Crucial to the success of each Theme individually, and the Themes collectively, will be the ability to create new insights and knowledge, build partnerships, secure funding and exploit outcomes with academic and external partners.  The Theme Research Development Officers, will proactively develop and support the delivery of the Theme's ambition to increase the quality and volume of its research and innovation activities and secure the funding to enable this. This will require the development and maintenance of strong relationships with key funding bodies, supporting the development of relationships with private and third sector organisations and working with the University's Research and Innovation Services Team. The post-holders will play a role in securing high quality and high value external funding and will support the theme by building the theme’s internal networks, communities, culture and activities. |

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| **Key Responsibilities:** |
| 1. Working closely with the Theme Directors, and other key internal influencers to support the development of the Themes’ strategies to proactively generate, identify and pursue opportunities in priority areas for strategic development.  2. Develop and manage relationships with agreed funders of research and innovation to enhance the Themes’ intelligence on funding opportunities.  3. Develop insight of the major funding organisations through analysis and detailed understanding of their funding priorities and plans to ensure that upcoming strategically important opportunities are anticipated and taken into account in the Themes’ planning cycle. Advising and briefing senior staff on opportunities, including analysis of the University’s research strengths and capabilities in relation to potential competitors or collaborators.  4. Coordinate teams of academics and relevant support staff to create and champion high quality and high value funding proposals. Co-ordinate and manage the preparation process for project proposals, working closely with academics and members of the University administration to ensure institutional support for projects of importance to the Themes.  5. Contributing where appropriate to proposals by drafting non-technical and Theme specific content and ensure it conforms to the evaluation criteria of the funding agency.  6. Reviewing University and partners' research strengths in light of anticipated funding opportunities, highlighting priorities and opportunities to strengthen and integrate research capabilities.  7. Foster new collaborations and partnerships between academics and with external partners (academic and commercial) by designing and hosting research sandpits (and similar) and providing support for other research development activities including events to promote cross-discipline, research workshops and other training events.  8. Working closely with Research and Innovation Services colleagues, facilitate the approval of grant awards on behalf of the Themes, liaising with the Grants and Contracts Teams as appropriate and ensuring key obligations are communicated to and understood by investigators.  9. Provide support and direction through to project start-up, as well as ad-hoc support through to project closure, identifying and sharing best practice internally and feeding this back into the design of new bids as appropriate.  10. With the Deputy Director (Commercialisation and External Partnerships) help identify and support opportunities for research impact and commercialisation.  11. Work closely and flexibly with other Theme Research Development Officers to ensure a high quality, seamless and connected service across the Themes and wider University community at all times.  The above list of duties is not exhaustive. The post-holder may be required to undertake others duties within the scope and grading of the post. |

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| **Working Relationships:** |
| Internal:   * Academic and research staff * Theme Directors * Research Development Manager * Research Development Officers * Research and Innovation Services colleagues * Faculty Research and Innovation Support Teams   External:   * Funders * External collaborative partners * Research and Innovation Support staff from other Universities |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | Understanding of the current and future direction within the HE sector with regards to research and innovation funding | E | AF, S |
|  | Understanding of academic process and culture | E | AF, S |
|  | Experience of writing successful funding applications | E | AF, S |
|  | Experience coordinating the preparation of funding applications | E | AF, S |
|  | Experience coordinating the preparation of multi-partner funding applications | D | AF, S |
|  | Experience of working within a complex organisation, in a research and innovation environment | E | AF, S |
|  | Experience of building and supporting networks | E | AF, S |
|  | Experience of gathering and presenting information from a diverse range of sources | E | AF, S |
|  | Experience of planning and running events | E | AF, S |
|  | Experience of giving advice on procedures and policies | E | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Excellent communication skills including the ability to influence others | E | AF, S |
|  | Organisational and time-management skills; able to work to strict deadlines. Strong project management skills | E | AF, S |
|  | Highly analytical, with the ability to synthesise complex information and present it in a variety of formats | E | AF, S |
|  | Proven ability to develop new partnerships formed from internal and external members | E | AF, S |
|  | Excellent client relationship management with strong interpersonal skills including discretion and the ability to establish and maintain trust. | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Degree level or equivalent experience. | E | AF |
| **4.** | **Other Requirements** |  |  |
|  | Highly motivated, proactive and creative problem solver | E | AF, S |
|  | Strong team player | E | AF, S |
|  | Customer Focussed | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload,164407,en.doc) **document in order to do this.** | | | |
| 1. International travel/Fieldwork | x | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | X | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nanomaterials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Workplace stressors (e.g. workload, relationships, job role etc) | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | N. Haines |
| **Date** | Aug 2017 |
| **Extension number** | 6207 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.