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**Support and Professional Services**

**Research and Innovation Services**

**Grants Officer**

**ZZ601647**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £29,799 - £33,518 per 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.

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:** | Grants Officer |
| **Faculty/Centre:** | Support and Professional Services |
| **Department/Service:**  **Location:** | Research & Innovation Services (RIS)  28 Guildhall Walk, Portsmouth PO1 2DD |
| **Position Reference No:** | ZZ601647 |
| **Cost Centre:** | 47610 |
| **Responsible to:** | Deputy Director (Environment and Strategy) |
| **Responsible for:** | - |
| **Effective date of job description:** | January 2018 |

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| **Purpose of Job:** |
| To manage pre-award support of external grant funding applications for all forms of research and research-led innovation funding including: UK, EU and international research initiatives with charity, government, learned societies and other grant awarding bodies. To provide expert advice to the academic community and other professional services colleagues on funding sources, eligibility and selection criteria and developments relating to the changing funding landscape. To represent the University when dealing with external funding bodies and professional organisations. |

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| **Key Responsibilities:** |
| 1. To proactively and reactively liaise with academic staff on the pursuit of research and research-led innovation funding. 2. To provide one to one advice to researchers regarding funding initiatives, regulations and eligibility and selection criteria, internal processes and procedures for bid submission. To provide similar advice to RIS senior management, internal services and affiliated organisations and partners on an ad hoc basis. 3. To assist academics with the development of research grant bids, particularly with respect to alignment with the objectives of the funding scheme, eligibility and selection criteria. 4. To develop and maintain an expert knowledge of funding bodies’ schemes and future initiatives, using this information to identify emerging issues of relevance to the University and to apply judgement in areas of uncertainty. To use this knowledge to advise academic staff of forthcoming funding opportunities and provide expert advice during the development of proposals. 5. To develop and maintain close working relationships with Associate Deans (Research), Associate Deans (Enterprise and Innovation) and Heads of Departments to develop and implement strategies to optimise the University of Portsmouth’s success within Research Funding Organisations. 6. To ensure that the Research and Innovation Services Management team are kept informed of all matters concerning research funding, and to provide reports on research activity and funding awarded as required. 7. To act as intermediary with external funding organisations and government bodies, to follow up proposals and advise on appropriate action where bids are unsuccessful, liaising with principal applicant, Finance Office, RIS Contracts team and collaborative partners as necessary. 8. To share (with other Research Grants Officer(s)) responsibility for European research funding programmes, to act as a contact point with the UK Research Office in Brussels and to successfully effect introductions and partnerships to secure funding. 9. To provide up to date information for the Research Support section of the University website. 10. To develop and maintain good practice guides to assist applicants in drafting proposals. 11. To constantly update the knowledge base and resources relating to national and international funding arena via networking, attendance at seminars and external events, subscriptions and internet sites. 12. To assist in the organisation, promotion and delivery of seminars and training events, including securing speakers from external funding bodies in order to raise awareness and competence of those academics accessing and bidding for external funds and to ensure best practice. 13. To represent the University in a variety of networks e.g. SEELOS, ARMA, PRAXISAURIL thereby enhancing opportunities to participate in initiatives and to raise the capability profile of the institution. 14. Such other duties as may be reasonably required. |

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| **Working Relationships:** |
| Internal:  Academic and research staff  RIS colleagues  Pro Vice Chancellor (Research)  Associate Deans (Research)  Associate Deans (Enterprise and Innovation)  Departmental and Faculty Research Leads  Research and Faculty Finance colleagues  Theme Directors and Research Development Officers  External:  Research Council and funding bodies staff  External collaborative partners  Research 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 funding. | E | AF, S |
|  | Administrative experience in a customer facing role. | E | AF, S |
|  | Experience of working in a complex organisation. | E | AF, S |
|  | Experience of giving advice on procedures and policies. | E | AF, S |
|  | Understanding of academic process and culture. | E | AF, S |
|  | Experience of giving advice on completing research funding applications. | E | AF, S |
|  | Research experience. | E | AF,S |
|  | Knowledge of financial procedures relating to research. | D | AF, S |
|  | Administrative experience in HE. | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | Organisational and time-management skills; able to work to strict deadlines. | E | AF, S, T |
|  | Project management skills. | E | AF, S |
|  | Excellent communicator with strong interpersonal skills including discretion and the ability to establish and maintain trust. | E | AF, S, P |
|  | Confident in expressing own opinions. | E | AF, S |
|  | Able to develop good working relationships with key staff internally and throughout the partner organisations. | E | AF, S |
|  | Excellent written communication skills. | E | AF, S, T |
|  | Ability to prioritise and manage own time, self-directed. | E | AF, S |
|  | Ability to interpret, analyse and present information in a clear and concise manner. | E | AF, S, P, T |
|  | Systematic approach to work and good attention to detail. | E | AF, S, P, T |
|  | Able to synthesise and analyse complex information. | E | AF, S, P, T |
|  | Excellent Presentations skills. | E | AF, S, P |
|  | Multi-disciplinary team-building skills. | D | AF, S |
|  | Report and briefings writing skills. | D | AF, S, P, T |
|  | Numeracy and budgeting skills. | D | AF, S, T |
| **3.** | **Education &/or Training** |  |  |
|  | Degree level or equivalent experience. | E | AF, S |
|  | Doctorate or higher research degree. | D | AF, S |
| **4.** | **Other Requirements** |  |  |
|  | Customer-focussed. | E | AF, S |
|  | Self-motivated; pragmatic and resourceful. | E | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme; T = Test; P = Presentation

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [**this link**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.** | | | |
| 1. International travel/Fieldwork |  | 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 | 🗸 | 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. Nano-materials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc) 🗸 | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | Sarah Duckering |
| **Date** | January 2018 |
| **Extension number** | 2977 |

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.