

Research Development Associate (12-month fixed term)

REQ230936

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

The role is a fixed term secondment cover for a period of 12 months.

The role will be offered either as an external appointment or an internal secondment.

The Research and Innovation Office plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value service to researchers across the research development pipeline. The Office incorporates several different teams that provide support for: nurturing partnerships and collaborations; identifying and applying for funding; managing research projects and assuring compliance with policy; improving the visibility of research outputs; fostering the impact, intellectual property and commercialisation of research; and the nurturing of research leadership skills through training and skills development programmes. The Research and Innovation Office also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance, and HR.

Job Description

Job Grade: Management and Specialist Grade 6

Based: Research Development Team, Research & Innovation Office

Job Purpose

Loughborough University is recruiting a Research Development Associate (RDA) to support its exciting ambitions to increase research and innovation income over the next few years. The role will support the strategic area of fellowships and doctoral studentships, although this may evolve to meet changing institutional priorities. A background in this area is not a requisite as a programme of training and development will support the RDA in their roles.

The Research Development Team provide a wealth of knowledge, expertise and experience to manage and support the growth of the University's research portfolio, to advance the University's reputation for world-class research. The [Pro Vice Chancellor for Research and Innovation \(PVC-RI\)](#) has strategic responsibility for research and innovation and the Research Development Team has an important role in the implementation of this vision, working closely with colleagues across our nine schools and two campuses. This role will provide a great opportunity to develop a career in research development and to work collaboratively with the existing team of experienced Research Development Managers. We are looking for people who are interested in developing excellent quality research and researchers, who can work both collaboratively and independently and who are keen to develop their knowledge and skills.

The centralised Research Development Team is led by the Head of Research Development within the Research and Innovation Office. The team supports several dedicated development programmes as well as broader strategic research development activity, working with nominated Academic Leads for specific programmes, the Associate Deans for Research and Innovation, and in partnership with academic colleagues across schools.

This will be an interesting and varied role in a busy, friendly office and provides an excellent opportunity to grow a career in research development in higher education.

Job Duties

Research Development

The following list of job duties is indicative and may change and evolve as institutional strategy develops or as specific needs are identified by the team:

- Working closely with colleagues from the team and the academic community at all levels to support the development, delivery and management of research development activity, with responsibility for fellowships and doctoral studentships
- To oversee, working collaboratively with Research Development Managers as necessary, internal demand management processes for funders who request a limit on the number of applications submitted for consideration
- To undertake reviews and support academics to further develop their research funding proposals
- To investigate and collate relevant government policy information to inform strategic research funding applications
- To identify suitable funding opportunities for academics and disseminate them appropriately
- To organise and coordinate visits by research funders to the University
- To coordinate and support mock interview panels for shortlisted research funding proposals and to provide interviewees with constructive feedback
- To develop, manage and run a series of relevant workshops and sandpits in collaboration with the Research Development Managers
- To provide a supporting role for major strategic grant applications
- To support [Doctoral Prize Fellows](#) with their research goals and development
- To work closely with colleagues to ensure synergy between different research development activities and programmes including nominated Academic Leads for specific programmes and themes, Associate Deans for Research and Innovation, the wider Research Development team, the Research Support team, the Partnerships Development team, Philanthropy and other staff based across the two campuses

General duties

- To represent the Research and Innovation Office and the University internally and externally, as appropriate
- To carry out specific administrative roles and functions as may be reasonably required e.g., to take part in committees, boards and working groups, whether within the University or externally, as appropriate
- To engage with, support, and where appropriate develop and deliver, training programmes
- To develop resources and web content to support the remit of the Research Development team
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy and Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reporting to one of the Research Development Managers, based within the Research & Innovation Office.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/ Presentation (incorporated in the interview stage)
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Understanding of the UK and international research environment	1,2,3
	Experience of maintaining a network of contacts and working collaboratively with a range of stakeholders	1,3
	Experience of technical writing/ report writing / bid writing/ bid reviews or similar documentation to a high specification	1,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Good analytical skills with the ability to interpret and disseminate information from complex documents	1,2,3
	The ability to manage projects against and agreed timelines and to meet objectives	1,3
	The ability to understand and manage budgets	1,3
	Proven capacity to work flexibly, independently and as part of a team	1,3
	Ability to prioritise workload, work to deadlines, and use own initiative	1,3
	Sufficient ICT competency to support the demands of the role (main software used include MS Word, Excel, Powerpoint, Outlook, Teams) and a willingness to learn new systems	1,2,3
Training	Willingness to undertake training as appropriate	1,3
Qualifications	An honours degree or equivalent experience	1
Other	Knowledge of equal opportunities and an understanding of diversity in the workplace, and a commitment to observing the University's Equal Opportunities Policy and other relevant policies at all times	1,3
	Willingness to travel occasionally where appropriate	1,3
	Willingness to work outside normal office hours occasionally to meet the demands of the job	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in a research or research support environment	1,3
	Experience of supporting and drafting collaborative research funding applications with a proven ability to support and contribute to writing successful, high quality research proposals	1,3
Skills and abilities	An understanding of and an empathy with the research environment of the University and its significance for the University, its Schools' individual researchers, students and the wider community	1,3
Qualifications	Postgraduate qualification or equivalent experience in a relevant area	1,3

Conditions of Service

The position is full time and fixed term for a period of 12 months starting as soon as possible. Salary will be on Management and Specialist Grade 6, (£33,966 to £44,263) per annum, at a starting salary to be confirmed on offer of appointment. The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>