

Research Development Associate

Job Ref: REQ260747

School/Department summary:

The Research & Innovation Office (RIO) plays a leading role in shaping and delivering the University's research and innovation activities and provides a high quality, added value and seamless 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 RIO also works closely with other Professional Services across the University, notably Legal Services, Registry, Student Services, Finance and HR.

The Research and Partnership Development Teams manage and support the growth of the University's research and partnership portfolio, to advance the University's reputation for world-class research. Following the launch of the University's new strategy 'Creating Better Futures. Together.' we are seeking to support, shape, develop and implement the University's Strategy regarding its' research, innovation, and partnership ambitions, in conjunction with academic leaders, partners and funding bodies. The Pro Vice-Chancellor for Research and Innovation (PVC-RI) has strategic responsibility for research and innovation and has implemented a strategic plan to deliver on our ambitions of becoming more research-intensive, innovation-driven, internationally engaged, and impactful with our R&I activities.

The post holder will play a key role in building a strong base of support to maximise Research & Innovation income, with responsibility for the identification, evaluation, tracking and profiling funding and partner opportunities. This will include working across the research and innovation funding portfolio and with partners to scope requirements and where appropriate facilitate consortia requirements.

Job Description

Job Family and Grade: Management and Specialist Grade 6 (MA6)

Job Purpose

Loughborough University is recruiting a Research Development Associate (RDA) to support its ambitions to increase research and innovation income and strengthen research excellence across the University. This fixed-term role is available as maternity cover from **19 November 2026 to 18 November 2027**.

The Research and Partnership Development Teams manage and support the growth of the University's research and partnership portfolio, advancing the University's reputation for world-class research. Following the launch of the University's strategy, Creating Better Futures. Together, the teams play a key role in supporting, shaping and implementing the University's research, innovation and partnership ambitions in collaboration with academic leaders, external partners and funding organisations.

The post holder will primarily support fellowship and research funding activity within the SHAPE disciplines (Social Sciences, Humanities and the Arts for People and the Economy), working closely with academic colleagues to identify opportunities, develop competitive funding applications and strengthen researcher development. While the

role has a primary focus on SHAPE disciplines, the successful candidate will also be expected to work flexibly across disciplinary boundaries and contribute to wider institutional research development priorities as required. The post holder will contribute to building a strong pipeline of research funding opportunities by supporting the identification, evaluation and dissemination of funding opportunities, coordinating development activities and providing professional support throughout the research funding lifecycle. The role requires excellent organisational, analytical and communication skills, alongside the ability to build effective relationships with researchers, funders and professional services colleagues across the University.

The post holder will work within the Research and Partnership Development Teams and collaborate closely with Research Development Managers, Partnership Development Managers, Hub Leads, Associate Deans for Research and Innovation, and academic colleagues across the University's schools and campuses. The role forms part of an integrated team approach that supports the development of research, innovation, knowledge exchange and strategic partnerships across the University.

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 across the Research and Partnership Development Teams and the academic community at all levels to support the development, delivery and management of research development activities, with a primary focus on fellowships and research funding within the SHAPE disciplines, while contributing flexibly to research development activity across the wider University.
- Collaborate effectively within the Hub team structure, contributing to funding applications, researcher development activities, and strategic initiatives alongside colleagues across all levels, leveraging the diverse strengths of the team to ensure the most appropriate and impactful contributions are made by each member.
- To investigate and collate relevant government policy information to inform strategic research funding applications.
- To identify, evaluate and disseminate funding opportunities and policy updates relevant to SHAPE disciplines, while maintaining awareness of opportunities across the wider research landscape.
- 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 support the delivery of high-quality funding development events, workshops, briefing sessions and fellowship development activities for researchers.
- To provide a supporting role for major strategic grant applications.
- 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 and Partnership Development Teams
- 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 outlined in the document.

Organisational Responsibility

Reports to: a Senior Research Development Manager within the SHAPE Hub, Research & Innovation Office. The post holder will work closely with the SHAPE Hub Leads and other colleagues across the Research and Partnership Development Teams.

Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of working within the UK and/or international research funding landscape, including the delivery of research, innovation and knowledge exchange activities within a Higher Education or comparable environment	1,2,3
	Significant experience of maintaining a network of contacts and working collaboratively with a range of stakeholders	1,3
	Experience of supporting the development, review or coordination of research funding applications, reports, briefings or other professional documentation.	1,3
	Experience of communicating complex information clearly and effectively to a range of audiences through written materials, presentations, workshops or briefing sessions	1,2,3
Skills and abilities	Effective communication skills: verbal and written, including report/proposal writing and editing skills	1,2,3
	Strong analytical skills with the ability to interpret and disseminate information from complex documents	1,2,3
	The ability to effectively manage multiple projects against 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

	Excellent 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 relevant training and continuous professional development	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: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Good understanding of the research funding landscape in Arts, Humanities and Social Sciences.	1,3
Skills and abilities	Understanding of the Higher Education research environment and its contribution to institutional strategy and impact	1,3

Conditions of Service

The position is full time and fixed term from 19 November 2026 until 18 November 2027 to provide maternity cover. Requests for job share and part-time working may be considered in exceptional circumstances.

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

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.