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| **Job Title** | Research Development Manager |
| **School / Service** | Office for Postgraduate, Research & Engagement (OPRE) |
| **Grade and Salary Range** | Grade F, starting from £46471 per annum, inclusive of London Weighting |
| **Location and Hybrid working status** | UEL Docklands Campus/Hybrid |
| **Reporting to** | Head of Research and Knowledge Exchange Support |
| **Liaison with** | PVC Impact and Innovation, Dean of Research, Director of Research and Knowledge Exchange, Deans and Directors of Impact and Innovation in UEL schools, Directors of Research Institutes, academics, Professional Services staff, external stakeholders, funders, and funding support organisations |
| **Contract type** | Fixed Term for 6 months  Full Time |

Build your career, follow your passion, be inspired by our environment of success **#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

If you are seeking a career that combines innovative education with a passion for crafting positive change, look no further than the University of East London. Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we are now in Year 7 of our ground-breaking 10-year Vision 2028 strategic plan, orchestrated by our Vice-Chancellor and President, Professor Amanda Broderick.

Our goal is to advance industry 5.0 careers-first education and provide a clear path to the jobs and opportunities of the future. We are committed to driving diversity in the 5.0 talent pipeline, working in partnership to promote talent wherever it is found and creating a sustainable, inclusive, and green future.

We cannot achieve this goal alone. We need forward-thinking, innovative, and curious individuals like you to join our community and help us shape the future. As part of our team, you will have the opportunity to work with a diverse range of people who share your passion for generating positive change. We are an inclusive and welcoming community that is constantly moving forward, never satisfied with the status quo.

If you are ready to join a team that values your outstanding skills and perspectives and is dedicated to making a difference, we invite you to explore a career with us. We are excited to welcome versatile individuals who are committed to advancing their careers while making a positive impact on the world.

**THE DEPARTMENT**

The Research and Development Support Team (ReDS) is part of the Office for Postgraduates, Research and Engagement (OPRE) and supports UEL’s research community by working closely with academics, funders, and partners to provide expertise on income generation and project management, both pre- and post-award. The Team offers a high level of professional support in navigating the increasingly complex criteria of investors and funders and facilitates a programme of workshops and one-to-ones for all UEL staff.

**JOB PURPOSE**

To work as part of the Research and Knowledge Exchange Support Team to provide high quality support for academic staff as they develop proposals for externally funded research projects.

To work closely with academics and Directors of Impact and Innovation across a broad range of disciplines to increase levels of research grant capture and to target support effectively in support of Vision 2028 Key Performance Indicators.

To work collaboratively across the wider Impact and Innovation portfolio to continuously improve our services and processes and to develop and implement initiatives to stimulate research development activities.

**KEY DUTIES AND RESPONSIBILITIES**

* To contribute to all aspects of the grant application and submission process, supporting academic research leads in preparing high-quality applications for funding by managing the process of completing of all funding/tender application documentation, including drafting high-quality generic content, and informing the preparation of costings, critical reviewing, and editing of draft applications, and ensuring adherence to submission requirements.
* To advise academic colleagues and Directors of Impact and Innovation on research funding opportunities aligned to their disciplines, expertise, and priorities for development.
* To liaise with the Principal Investigators and utilise UEL Finance systems (Agresso Costing and Pricing) to ensure that proposals are appropriately budgeted, and that PIs and Directors of Innovation and Impact are aware of the financial implications of proposals before submission.
* To co-ordinate administrative and financial processes that support bidding activity
* To monitor, analyse and report on data related to research bidding activity, consultancy, and contract research.
* To be informed of immediate and longer terms funding opportunities in the UK and internationally working with the wider Research and Knowledge Exchange Support Team and Directors of Impact and Innovation to ensure opportunities are appropriately disseminated.
* To work closely with the Head of Research and Knowledge Exchange Support and Directors of Impact and Innovation to operationalise the Impact and Innovation Strategy to deliver Vision 2028 KPIs.
* To co-ordinate a range of research development initiatives and resources including facilitating workshops and training aimed at stimulating bidding activity and enhancing the quality of submissions.
* To support the Head of Research and Knowledge Exchange Support to produce papers and reports related to research funding activity and the research funding environment and to play a key role in assuring the quality of records retained.
* To administer all aspects of contracting and partnership agreements to provide a seamless handover to the Post Award team and Scholl/Institute teams for consultancy projects.
* To develop strong working relationships with the UEL research community, professional services, external partners, and funders to advise on and support the development of bids including larger multi-partner projects.
* To take responsibility for continuing professional development and updating including through membership of internal and external networks
* To promote and work in accordance with UEL's Equality, Diversity, and Inclusion policy.
* To undertake other duties commensurate with the grading and nature of the post as may be reasonably required.

**PERSON SPECIFICATION**

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

**Essential**

* Experience of successfully providing specialist advice and support to researchers for the development of externally funded projects at a UK HEI.
* Detailed knowledge of UK funding schemes (UKRI & Innovate UK) and experience of researching and assessing funding mechanisms and sponsors in the UK and overseas.
* Experience of working with the colleagues to develop appropriately costed budgets for research bids, consultancy, and contract research.
* Experience of supporting initiatives and programmes aimed at stimulating bidding activity and enhancing the quality of submissions.
* Knowledge and experience of research costing software and award management systems.

**Desirable**

* Understanding of legal documents including collaboration agreements.

**COMPETENCIES REQUIRED**

* Ability to communicate complex and discipline specific information to researchers, stakeholders, and funders and to advise Principal Investigators on communicating their projects to funders to address the specific aims of the call.
* Experience of using own initiative to resolve problems and creativity to drive development.
* Ability to engage with a range of teams across the university to ensure institutional objectives are met by overseeing projects in a supportive manner whilst being clear about objectives and expected outcomes, giving feedback on progress in a timely and clear way.
* Ability to plan for the efficient and effective delivery of a diverse support offer, ensuring a high-quality service delivering multiple priorities and submission deadlines and lead-in times into account.
* Ability to analyse options for research funding, to make decisions about which funders and calls are appropriate and to assess Grant Initiation Forms against funder criteria, advising prospective applicants on suitability.
* Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment.

**EDUCATION, QUALIFICATIONS AND ACHIEVEMENTS**

**Essential**

* A Bachelor’s degree, or equivalent qualification

**Desirable**

* A Master’s degree

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity, and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies. Understanding of legal documents including collaboration agreements

So, if you’d like to take your career to the next level with us here at the University of East London and are passionate about our environment and commit to success, we want you to apply today!