

Research Funding Manager



ROLE DESCRIPTION

GRADE

Grade 6

LOCATION

Merchiston Campus,
Edinburgh with
occasional activities at
our other campuses

LINE MANAGER

Head of Research
Funding and Services

ROLE SUMMARY

The Research & Funding Manager will be responsible for contributing to the delivery of the University's Research and Innovation Strategy by supporting activities leading to an increase in the research and innovation outputs through:

- supporting academics in obtaining grants and impactful research opportunities
- achieving the effective exchange of knowledge between academia and an expanding range of potential external partners
- identifying research and innovation income generating opportunities and advising academics and related partners
- assisting with bid generation and the exploitation of research and innovation

LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not have any line management responsibilities currently.

MAIN DUTIES AND RESPONSIBILITIES

- To translate knowledge of research and innovation and funding schemes into research applications and/or innovation proposals by facilitating bid development, with partners, in key research areas.
- To manage and lead on development of applications and quotations including adherence to funding regulations, financial due diligence, costing and pricing using approved University tools, and all relevant University policies.
- To review, negotiate and advise on contract type and terms in line with University policy to mitigate risk and to protect the University's interests.
- To foster innovative thinking to contribute to the improvement of research and innovation income generation.
- To support RIE to develop a strategy for increasing the impact of research and innovation across the University.
- To ensure that research and innovation applications and award details are accurately recorded for wider dissemination both internally and externally.
- To manage and advise on the protection of the University's intellectual property as per University policy.
- To monitor research funding landscape and match to University expertise.
- To act as the primary point of contact with Schools and RIE for all research and innovation related projects.
- To develop, maintain and promote an understanding of the range of research expertise across the University, acting as an interface between academic staff and external partners where appropriate.
- To develop and maintain relationships with external partners such as key funding bodies, Research Councils and Innovation Centres to establish professional and productive relationships on behalf of the University.
- To nurture relationships between academic experts and external partners across the SME, corporate, public and third sector as appropriate in conjunction with academic staff.
- To monitor, identify, maintain, share and promote information on funding opportunities matched to the expertise of academic staff.
- Raise the profile of research and innovation by organising targeted events which promote an awareness of research and innovation funding schemes and collaborative opportunities including delivering internal training courses for academics.
- To contribute to the development of University policy for research and KE in light of the priorities and agendas of the SFC, Research Councils and other funding bodies.
- In collaboration with the Head of Research Funding & Services to develop and monitor internal processes to ensure adherence to University processes
- Any other relevant duties in discussion with the Head of Research Funding & Services
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

ESSENTIAL

DESIRABLE

EDUCATION / QUALIFICATIONS

- Degree or equivalent experience
- Higher degree in a relevant field



SKILLS / EXPERIENCE

Experience of:

- Previous extensive research administration
- Leading co-production of professional bids and tender responses including demonstration of excellent drafting and editing skills
- Populating, interrogating and otherwise managing customer relationship and research information management databases
- Project costing and management
- Intellectual Property management
- An understanding of ethical considerations and procedures for research projects



Knowledge and understanding of:

- Full Economic Costing methodology, various research funding mechanisms in the UK and other structures to support and monitor innovation in HE
- Innovation Vouchers, KTPs, H2020/Horizon Europe, Industrial Strategy Challenge Fund and other mechanisms to promote and facilitate innovation and HE research translation
- Support mechanisms for innovation and research translation in an HE context
- Current UKRI, EU and SFC funding programmes
- Operating between academia and business in a fast-moving knowledge environment
- Conducting market research and/or operating in a business intelligence environment





	ESSENTIAL	DESIRABLE
Skills and Personal requirements:		
• Excellent networking and negotiating skills	✓	
• Highly developed written and oral communication skills	✓	
• Excellent IT skills across a standard range of office software	✓	
• Ability to work in teams and independently	✓	
• Bid writing skills across a range of disciplines and fields	✓	
• Ability to work within pre-determined guidelines and frameworks		
• A highly motivated individual with completer-finisher attributes		✓
• A robust and resilient individual able to work under pressure		✓
• An adaptable and flexible individual who copes well with change		✓