

## Research Funding Developer

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School/Department:	Research and innovation
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Grade:	8
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Reports to:	Research Manager
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Responsible for:	-
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Job Summary and Purpose:	
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The Research & Innovation Team at UCA plays a pivotal role in guiding and advancing the university's research strategy and initiatives. This team is integral in providing essential support and direction for external funding applications. A key member of this team is the Research Funding Developer, who collaborates closely with researchers from diverse disciplines such as creative arts, technology, and business. Their responsibilities include developing, writing, editing, and costing funding bids. In addition to these tasks, the Research Funding Developer is proactive in gathering intelligence about various funding opportunities. This role is crucial in shaping the university's funding strategy and also involves providing training to staff to enhance their knowledge and skills in securing external funding. Reporting to the Research Manager, the Research Funding Developer is a central figure in the department, leading efforts to secure external research funding. This position not only supports the university's research objectives but also contributes significantly to its broader academic and innovative pursuits.

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### 01 MAIN DUTIES

This professional role will encompass all of the following, but the balance of duties and responsibilities will be determined in agreement with your line manager and the principles of the stated job purpose.

#### 1.1 General Duties

- 1.1.1. To gather intelligence on research funding opportunities, including those provided by the UKRI, Arts Council, charities and other regional, national and international funders. Such opportunities should be relevant to the university's disciplines in the creative arts, technology, and business and identified with due consideration for the interlinked' and mutually-dependent relationship of research and teaching at UCA.
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- 1.1.2. To develop a detailed knowledge of the university's research areas and to align potential funding opportunities to the research interests and specialisms of UCA's established and early career researchers, the university's research centres and clusters, and the university's research student community.
  - 1.1.3. To develop and manage clear and responsive processes to ensure that staff can access bid writing advice and support in a timely manner, to ensure clear sign off procedures for staff submitting bids, and to plan realistically for the resource implications of successful funding bids.
  - 1.1.4. To contribute expertise in the external funding landscape into UCA's internal research funding awards processes and other internal support for research.
  - 1.1.5. To contribute expertise on the relationship between research funding and wider research contexts into UCA's preparations for research assessment, supporting the impact and environment elements of the REF.
  - 1.1.6. To identify, initiate contact with and liaise with potential partners in collaborative funding proposals, regionally, nationally and internationally.
  - 1.1.7. To assist with post-award administration of successful bids, including helping signpost staff to relevant resources and helping with narrative reporting requirements.

## 1.2. Specialist Duties

- 1.2.1. To manage and prepare funding bids to meet deadlines in collaboration with staff from across the university's disciplines.
- 1.2.2. To gather information and evidence for research bids, to edit bid content, and to write bid content, effectively and persuasively making a case for research funding in ways that match the criteria of the funds applied for.
- 1.2.3. To input into the development of budgets for funding bids and to work with colleagues in other departments, including Finance, to develop funding proposals that meet UCA's strategic goals.
- 1.2.4. To ensure that the technical requirements of online application systems (eg J-es) are managed and supported.
- 1.2.5. To support and advise researchers in developing their research trajectory with projects that are likely to attract external funding.
- 1.2.6. To plan, organise and deliver training for research staff on bid development and identifying sources of funding.
- 1.2.7. To support research staff in fulfilling the monitoring and reporting requirements of research funding.
- 1.2.8. To gather, record and analyse data on bids applied for in order to track progress and measure the success of external funding strategies.

## 02 DUTIES OF ALL STAFF

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- 2.1 To undertake such other duties as are within the scope and spirit of the job purpose, the job title, and the grade.
  - 2.2 Take responsibility for health and safety of yourself and others in carrying out the duties of the role.
  - 2.3 To promote equality, diversity and inclusion in your performance of your duties.
  - 2.4 Maintain and promote health, safety & wellbeing awareness and commitment within the framework of the University's Health, Safety & Wellbeing policy.
  - 2.5 Undertake any other work and hours of work as required to commensurate with the level and responsibility of the post.
  - 2.6 To actively participate in learning and development to meet the requirements of your role and the University.

### 03 SELECTION MATRIX

Essential Desirable Used to shortlist

#### Qualifications

1	Undergraduate and postgraduate qualifications in an appropriate discipline.	x		x
2	Ph.D in a relevant area, or equivalent		x	

#### Knowledge & Experience

3	Extensive experience in the successful preparation and submission of research funding bids.	x		x
4	Experience of UK higher education research funding opportunities and up-to-date knowledge of the changing landscape of research funding.	x		
5	Experience in creative arts, technology, business or similar disciplines		x	
6	Experience of working in a university or similar organisation and of leading or supporting research funding applications, including experience of collaborative applications.	x		x
7	Project management skills in balancing workloads to meet tight deadlines, in collaboration and consultation with internal and external colleagues and partners.	x		x
8	The ability to use and interpret data and to take an evidence-informed approach to the development of strategy.	x		x

#### Personal Attributes and Behaviours

10	Excellent and proven communication skills, verbal and -written.		x	
11	Excellent numeracy skills and experience of preparing budgets for research funding applications.		x	
12	The ability to work both independently and as part of a team.		x	

Does the role require a DBS? NO