The Research & Business Development Officer, Life Sciences will play a key role in growing research grant income and identifying the routes to impact of research at Royal Holloway within the School of Biological Sciences and the Department of Psychology (the Departments) and at the interface with other departments. Working closely with academic staff, the post holder will identify research grant opportunities, stimulate interest amongst academic staff and assist in the definition and completion of funding applications. The post holder will assist in the development of links with external organisations to promote collaborative research and manage the exploitation of intellectual property.

The main responsibilities of the post include:

1. Monitor UK and international research funding and income opportunities and disseminate to academic staff in the Departments.
2. Work closely with academic staff to identify research project ideas and appropriate funding opportunities, develop proposals from those ideas and assist in the application and submission process.
3. Identify interdisciplinary, collaborative research project opportunities and assist with the assembly of project teams, the content of the proposal and the timely completion of the final submission.
4. Develop links with key private sector organisations and promote the expertise of the Departments in relation to their business priorities to develop collaborative opportunities and grow contract research, consultancy income and opportunities for technology transfer.
5. Assist with the management of intellectual property generated from research activity, working closely with the Inventors and the IP and Contracts Manager to ensure patents are filed, regularly reviewed and maintained.
6. Assist Line Manager in the management of major projects.
7. Manage the consultancy activities of academic members of staff in the Departments, arranging suitable terms, working with the IP and Contracts Manager and the Finance Department for contracts and invoicing.
8. Work with colleagues in the Communications Department to publicise success both internally and externally.

Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role will be adjusted accordingly.

July 2017