JOB DESCRIPTION

Department: Research and Enterprise
Post Title: Research & Business Development Officer, Physical Sciences
Grade: 6
Reports to: Research & Business Development Manager, Physical Sciences

The post holder will play a key role in growing grant and industrial income for the Physical sciences departments of Royal Holloway University. A particular and important aspect of the role will be to work with the academics in the Physics department in our new Centre for Superconducting Quantum Systems (UKCSQS). Working closely with academic staff in the Physics, Earth Sciences and Geography departments, 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 particularly in Physics and the other 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 timely completion of the final submission process.
3. Develop links with key private sector organisations and promote the expertise of the UKCSQS and Departments in relation to their business priorities to develop collaborative opportunities and grow contract research, consultancy income and opportunities for technology transfer.
4. 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.
5. Assist Line Manager in the management of collaborative major projects.
6. 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.
7. 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.

September 17