



JOB DESCRIPTION

Job Title:	Research Services Officer
Department / Unit:	Research and Enterprise Department
Grade:	RHUL 6
Accountable to:	Research Grants Manager
Purpose of the Post	
<p>Royal Holloway is a research-intensive university, with world leading researchers and research groups. Each year we expect to apply for approximately 350 research grant applications and obtain grant funding for approx. 150 new research projects. The post serves the purpose of bolstering administrative support to academic staff who apply for research funding and administering information about research grant applications.</p> <p>The post will be responsible to the Research Grants Manager but will also work closely with colleagues in the Research and Enterprise department to provide grant application support.</p>	
Key Tasks	
<p>To provide advice regarding the research grant application process, the eligibility of costs and the preparation of cost reports for applications based on funder guidance and internal policies.</p> <p>To take responsibility for guiding proposals through the internal approval process prior to submission to funding bodies and providing administrative support in grant preparation. To ensure applications are submitted to funding bodies in line with external deadlines and internal standards.</p> <p>To support the Research Grants Manager in providing day-to-day administrative support for major, complex grants. This will involve liaising with lead applicants, consortium partners and their research offices and relevant professional services colleagues.</p> <p>To collect and record data related to research applications for management information on grant applications and success rates.</p> <p>To record and maintain information on Pure, the College's research information system and pFACT the College's costing tool for grant and contract applications. This includes setting up, archiving and maintaining grant records.</p> <p>To work closely with the Research Development Managers in order to ensure that effective and targeted support is provided to the Faculty/Departments in sourcing and securing research income</p>	

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To contribute to the programme of visits from external funding bodies and to support the development and delivery of internal training workshops.

Update, maintain and develop the relevant areas of the Research & Enterprise web pages.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: academics applying for grants, Heads of Departments and Research Finance. Externally with funding bodies and other universities in the UK and abroad.