



JOB DESCRIPTION

Job Title:	Research Services Officer
Department:	Research and Innovation
Job type:	Full-Time, Permanent, Professional Services
Grade:	RHUL 6
Accountable to:	Senior Research Services Officer
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 400 research grant applications and obtain grant funding for approximately 150 new research projects. This is a key role in supporting the University's vision to grow its research income and the Research Services Officer (RSO) will work alongside academic and Research and Innovation (R&I) colleagues to provide pre-award support and guidance for projects.</p> <p>The post will be responsible to the Senior Research Services Officer and sit within the Strategic Grants team within R&I.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. To provide advice regarding the research grant application process, cost eligibility and other funder requirements; and to prepare cost reports for applications based on funder guidance and internal policies. 	
<ol style="list-style-type: none"> 2. To take responsibility for guiding proposals through the internal approval process prior to submission to funding bodies, ensuring applications are submitted to funding bodies in line with external deadlines and internal standards. 	
<ol style="list-style-type: none"> 3. To accept research grant awards in accordance with the funder requirements and to handover successful projects to Finance and/or the Research Contracts team, following internal process. 	
<ol style="list-style-type: none"> 4. To support the Senior RSO and Research Development Managers in providing day-to-day administrative support for major, complex grant applications. This will involve liaising with lead applicants, consortium partners and their research offices, funders, and relevant professional services colleagues. 	
<ol style="list-style-type: none"> 5. To collect and record data related to research applications for management information on grant applications and success rates. 	

6. To record and maintain information on Agresso RCP, the University's costing tool and on other University systems as required. This includes setting up, archiving, and maintaining grant records.

7. To contribute to the development and implementation of effective administrative systems and processes in conjunction with the Head of Strategic Grants and Senior RSO

8. To contribute to the programme of visits from external funding bodies and to support the development and delivery of internal training workshops. To attend funder and professional body events, and training, where relevant to career development.

9. Update, maintain and develop the relevant areas of the Research & Innovation web pages and social media channels.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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, Faculty Deans, Pro-Vice-Chancellors
- Other teams within R&I (Research Contracts, Policy and Integrity, Knowledge Exchange & Enterprise)
- Grants & Contracts team in Finance
- Other Professional Services teams in University
- Funding bodies
- Other universities and external organisations in the UK and abroad

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge, and abilities that are needed to fulfil this role are set out below.

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Department: Research & Innovation

	Essential	Desirable	Tested by Application Form / Interview / Test
Knowledge, Education, Qualifications and Training			
Educated to first degree level or equivalent professional experience	X		Application form
Skills and Abilities			
The ability to understand complex research funding and costing criteria and offer clear advice and guidance to academic colleagues.	X		Application form / interview / test
A high level of accuracy and attention to detail with a meticulous approach to preparing research grant budgets and record keeping.	X		Application form / interview
Familiarity with standard office software (e-mail, word processing, spreadsheets, file management, and web browsers) and the ability to use it effectively.	X		Application form / interview / test
Confidence and flexibility of approach with the ability to work with limited supervision	X		Application form / interview
The ability to prioritise own workload under pressure and meet set deadlines whilst maintaining a high degree of accuracy	X		Application form / interview / test
Excellent interpersonal skills with the ability to develop professional relationships and networks at all levels within the organisation	X		Application form / interview
Experience			
Proven experience in an administrative role, preferably in a research or higher education environment.	X		Application form
Experience of and aptitude for financial management, either costing and pricing projects / tenders or administering contracts or project budgets	X		Application form / interview / test
Previous experience in research pre- or post-award management within higher education		X	Application form
A good understanding of national and international funding sources and their guidelines and mechanisms.		X	Application form / interview
A good knowledge of costing and a grasp of the principles of Full Economic Costing and how it is applied to costing proposals and applying this to provide effective advice to research applicants.		X	Application form / interview

Good knowledge of using the relevant electronic funding applications systems used by nationally and internationally recognised funders		X	Application form / interview
Other requirements			
Ability to travel on occasion to attend events or training		X	Interview
Committed to fostering a fair, inclusive, and respectful environment	X		