



**OPPORTUNITY**

Where change  
gets real.



**Reference: 0601-24**

**Grade: 08**

**Salary: £40,497 to £45,413 per annum, depending on experience**

**Contract Type: Permanent**

**Basis: Full Time**

## Job description

### Job Purpose:

The Research Funding and Development Officer (EU) will work closely with the Strategic Funding Managers(SFMs) to develop the research funding portfolio of the University Research Institutes and Colleges. With primary responsibility for the development of our EU portfolio of activity across colleges, the postholder will work across the structure to support the development of high-quality research proposals, and work with individual researchers to develop their bidding expertise and track record. The postholder will develop strong links to colleagues within Research Services to support an integrated approach to research development, due diligence and ethics and research impact.

### Main Duties/Responsibilities

- ▶ To work with researchers and colleagues across Research Institutes and Centres and the Research Services and Research Finance teams to support the development of high-quality proposals, including providing high quality advice on: funder fit and eligibility; proposal drafting; and resourcing and eligible costs. The postholder will work as part of an interconnected team of Research Support Colleagues, including Strategic Funding Managers, Grants and Contracts Officers and the Awards and Contracts Specialist to achieve this.
- ▶ To review proposals, contributing to the writing of the non-science sections of proposals (for example project management, training and development, impact, resourcing), working in partnership with the Principal Investigator to develop the proposal.
- ▶ To liaise with the Research Finance Team to cost proposals, working in conjunction with the Strategic Funding Manager as needed, and ensuring that all recoverable and eligible costs are included.
- ▶ To ensure appropriate quality control measures are adopted ensuring that funder's guidance is adhered to, and internal peer review and institutional sign-off is carried out.
- ▶ To work with researchers to embed impact into projects from the outset and to articulate this in written project proposals, working in conjunction with Research Impact Officer and Senior Research Impact Officers in the Impact Team in Research Services.
- To develop and maintain a detailed knowledge of funders, including written and unwritten guidance, expertise built up from previous funding rounds, and intelligence gathered through representing the university at external funder events.
- ▶ Using Research professional as well as adhoc targeting, to lead on the promotion of key funding sources to staff and advise researchers on funder fit and how to appropriately target a particular funder. To use EU funding information services to map opportunities onto research interests in colleges.
- ▶ To provide training on successful bidding on an individual or group basis as needed, working in conjunction with the Strategic Funding Managers and Graduate School.
- ▶ Manage the progress of single institution and consortia bids through the University's process (from concept to submission), drawing in support from other Research Services colleagues

where necessary, and ensuring that the day-to-day operation of the process leads to increased quality of submissions to each individual call.

- ▶ Where required, to assist with the development of partnerships and liaise with partners for the development of individual research proposals, including contributing to the development of our partner due diligence processes as appropriate.
- ▶ To work with the Awards and Contracts Specialist to ensure the timely and effective mobilisation and delivery of projects.
- ▶ To actively contribute to the development of Research Services' activities and services in support of the delivery of the University's Research Strategy.

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

## Person specification

	Essential	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Educated to degree level or equivalent in a discipline relevant to the research areas of the University.</li> </ul>	Application form
<b>Experience</b>	<ul style="list-style-type: none"> <li>▶ Demonstrable and relevant funding proposal development and income generation experience.</li> <li>▶ Working knowledge of the higher education sector, and detailed knowledge of sources of funding and grants from high profile funding organisations appropriate for the College/University.</li> </ul>	Application form and interview
<b>Aptitude and skills</b>	<ul style="list-style-type: none"> <li>▶ Highly developed writing ability, particularly related to funding applications.</li> <li>▶ Ability to analyse data and present the output in an easily understood format.</li> <li>▶ Excellent numeracy skills and high levels of attention to detail.</li> <li>▶ Highly developed communication, presentation, consultation and influencing / negotiation skills.</li> </ul>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>▶ Masters level qualification in a discipline relevant to the research areas of the University.</li> </ul>	Application form

	Desirable	Method of assessment
<b>Experience</b>	<ul style="list-style-type: none"> <li>► Knowledge of the operation and procedures of funding organisations.</li> </ul>	Application form and interview

## University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours



**Innovation**

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.



**Collaboration**

We work best when we are collaborative, working together to contribute to the Aston community.



**Ambition**

We strive together for improvement and innovation looking ahead to see the bigger picture.



**Inclusion**

We treat everyone in our community equally and how they would like to be treated.



**Integrity**

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

## How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk).

## Contact information

### Enquiries about the vacancy:

Name: Sally Puzey

Job Title: Director of Research Services

Email: [S.Puzey@aston.ac.uk](mailto:S.Puzey@aston.ac.uk)

### Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [recruitment@aston.ac.uk](mailto:recruitment@aston.ac.uk) or 0121 204 4500.



## Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** [Benefits and Rewards | Aston University](#)

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

**Eligibility to work in the UK:** You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

### **Academic Technology Approval Scheme (ATAS):**

If you will conduct research in your role and you apply for a Skilled Worker or Temporary



Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

## **Before you start and Right to Work**

### 90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

### Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

## **Equal Opportunities**

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its



Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment.  
Individuals will not be identified by name.

**Data Protection**

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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